Microsoft®
Business
Solutions

Microsoft® Business Solutions–Great Plains®

Purchase Order Processing

Copyright

Manual copyright © 2004 Great Plains Software, Inc. All rights reserved. Great Plains Software, Inc. is a wholly-owned subsidiary of Microsoft Corporation.

Your right to copy this documentation is limited by copyright law and the terms of the software license agreement. As the software licensee, you may make a reasonable number of copies or printouts for your own use. Making unauthorized copies, adaptations, compilations, or derivative works for commercial distribution is prohibited and constitutes a punishable violation of the law.

Trademarks

Great Plains, Dynamics, eEnterprise, Dexterity, Solomon IV, and Solomon Software are either registered trademarks or trademarks of Great Plains Software, Inc. in the United States and/or other countries. Great Plains Software, Inc. is a wholly-owned subsidiary of Microsoft Corporation. Microsoft, ActiveX, BackOffice, BizTalk, FrontPage, JScript, Outlook, SourceSafe, Verdana, Visual Basic, Visual C++, Visual C#, Visual InterDev, Visual SourceSafe, Visual Studio, Win32, Windows, and Windows NT are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries. FairCom and c-tree Plus are trademarks of FairCom Corporation and are registered in the United States and other countries.

The names of actual companies and products mentioned herein may be trademarks or registered marks - in the United States and/or other countries - of their respective owners.

The example companies, organizations, products, domain names, e-mail addresses, logos, people, places, and events depicted herein are fictitious. No association with any real company, organization, product, domain name, e-mail address, logo, person, place, or event is intended or should be inferred.

Warranty disclaimer

Great Plains Software, Inc. and Microsoft Corporation disclaim any warranty regarding the sample code contained in this documentation, including the warranties of merchantability and fitness for a particular purpose.

Limitation of liability

The content of this manual is furnished for informational use only, is subject to change without notice, and should not be construed as a commitment by Great Plains Software, Inc. or Microsoft Corporation. Great Plains Software, Inc. and Microsoft Corporation assume no responsibility or liability for any errors or inaccuracies that may appear in this manual. Neither Great Plains Software, Inc., Microsoft Corporation nor anyone else who has been involved in the creation, production or delivery of this documentation shall be liable for any indirect, incidental, special, exemplary or consequential damages, including but not limited to any loss of anticipated profit or benefits, resulting from the use of this documentation or sample code.

License agreement

Use of this product is covered by a license agreement provided with the software product. If you have any questions, please call the Microsoft Business Solutions Customer Assistance Department at 800-456-0025 or 701-281-6500.

Publication date

June 2004

Contents

Introduction 2

What's in this manual 2

Symbols and conventions 3

Additional resources 3

Part 1: .... Setup and Cards 8

Chapter 1: .... Module Setup 9

Purchase Order Processing document types 9

Purchase Order Processing history types 10

Before you set up Purchase Order Processing 11

Setting up Purchase Order Processing preferences and default entries 11

Setting up currency decimal places for non-inventoried items 16

Setting up Purchase Order Processing tax options 17

Setting up user-defined fields for receivings 19

Setting up comments 21

Chapter 2: .... Document Security 23

Setting up document security for users 23

Setting up document security for user classes 25

Chapter 3: .... Buyers 27

Adding buyer IDs 27

Modifying buyer IDs 28

Removing buyer IDs 28

Chapter 4: .... Purchase Order Generator Setup 29

Sites and purchase order generator 29

Setting up purchase order generator default entries 30

Mapping inventory sites to addresses 33

Part 2: .... Purchase Orders 36

Chapter 5: .... Multicurrency Transactions 37

Viewing multiple currencies 37

Exchange rate and document date 37
Multicurrency account distributions 38

Chapter 6: .... Purchase Order Entry 39
Entering a standard purchase order 39
Entering a drop-ship purchase order 43
Entering a blanket purchase order 46
Entering a drop-ship blanket purchase order 50
Copying a purchase order 54
Committing purchase orders to sales documents 56
Print options for purchase orders 59
Printing an individual purchase order 63
Printing multiple purchase orders 64
Printing an individual blanket purchase order delivery schedule 66
Printing multiple blanket purchase order delivery schedules 68

Chapter 7: .... Purchase Order Detail Entry 71
Entering vendor information 71
Entering line items with multiple release dates 73
Entering line item detail information 73
Specifying the manufacturer's item numbers to print on a purchase order 77
Entering and releasing blanket line items 78
Copying purchase order line items 80
Previewing line items 81
Adding a vendor item 82
Adding an item to inventory 83
Using non-inventoried items 84
Adding comments to purchasing documents 85

Chapter 8: .... Purchase Order Generator 87
Purchase order generator overview 87
How the replenishment level is used for suggested purchase orders 88
How the vendor is selected for suggested purchase orders 89
How the cost is selected for suggested purchase orders 89
How quantities are calculated for suggested purchase orders 90
Generating suggested purchase orders 93
Suggested purchase order errors and warnings 95

Generating purchase orders in Purchase Order Processing 95
Modifying suggested purchase order detail 97
Viewing sources of demand 99

Chapter 9: .... Taxes for Purchase Orders 101

Tax calculations in Purchase Order Processing 101
Default tax schedules for purchase orders 102
Tax schedules for purchase order items 103
Calculating and distributing summary taxes for purchase orders 103
Calculating and distributing detail taxes for purchase order items 106

Chapter 10: .... Purchase Order Maintenance 109

Deleting a purchase order 109
Voiding a purchase order 110
Modifying a purchase order 111
Placing or removing a purchase order hold 111
Editing a purchase order that's on hold 112
Status overview 113
Editing purchase order or line item status 114
Removing completed purchase orders 116

Part 3: .... Receipts 120

Chapter 11: .... Receipt Batches 121

Using batches to group purchasing receipts 121
Creating a purchasing receipt batch 122
Correcting or deleting a purchasing batch 123

Chapter 12: .... Shipment Receipt Entry 125

Receiving a shipment/invoice 125
Receiving a shipment 129
Receiving items without a purchase order 133
Automatically receiving purchase order items 133
Using the Select Purchase Order Items window 135
Receiving items from multiple purchase orders 137

Chapter 13: .... Shipment Receipt Detail Entry 141

Entering detail information for a purchasing receipt 141

Entering lot numbers for a purchasing receipt 144
Removing lot numbers for a purchasing receipt 146
Defining a serial number mask 146
Generating serial numbers automatically 148
Entering serial numbers manually 150
Removing serial numbers 150
Multiple bins in Purchase Order Processing overview 151
Merging trade discount and purchase distributions 152
Distributing transaction amounts for shipment receipts 153
Entering Intrastat trade statistics 155

Chapter 14: .... Invoice Receipt Entry 159

Entering an invoice receipt 159
Matching shipments to an invoice receipt 163
Invoicing items without a purchase order 165
Automatically invoicing purchase order items 166
Using the Select Purchase Order Items window 169
Invoicing items from multiple purchase orders 171

Chapter 15: .... Invoice Receipt Detail Entry 175

Merging trade discount and purchase distributions 175
Distributing transaction amounts for invoice receipts 176
Entering Intrastat trade statistics 177

Chapter 16: .... Landed Costs for Receipts 179

How landed costs are apportioned 179
Invoice matching and distributions 182
Entering landed costs for a shipment receipt 182
Entering landed costs for a shipment item 184
Matching landed costs to shipment line items 186

Chapter 17: .... Taxes for Receipts 189

Default tax schedules for shipment/invoices 189
Tax schedules for shipment/invoice items 190
Calculating and distributing summary taxes for shipment/invoice receipts 191
Calculating and distributing detail taxes for shipment/invoice line items 194
Default tax schedules for invoices 196

Tax schedules for invoice items 197
Calculating and distributing summary taxes for invoice receipts........ 198
Calculating and distributing detail taxes for invoice line items 200

Chapter 18: .... Receipt Posting203

Posting overview 203
Including multicurrency information on posting reports 203
Posting a receipt........ 204
Batch posting in Purchase Order Processing........ 205
Posting a purchasing batch 205
Posting Purchasing series batches........ 206

Chapter 19: .... Receipt Maintenance209

Correcting unposted shipment and shipment/invoice receipts........ 209
Correcting unposted invoice receipts 210
About deleting and voiding receipts 211
Deleting shipment or shipment/invoice receipts 211
Voiding shipment or shipment/invoice receipts 212
Deleting invoice receipts........ 213
Voiding invoice receipts........ 213

Part 4: .... Inquiries and Reports216

Chapter 20: Inquiries217

Viewing multiple currencies 217
About reporting currency........ 217
Viewing purchasing documents........ 218
Viewing item information for purchasing documents........ 221

Chapter 21: Reports225

Using the sample reports........ 225
Purchase Order Processing reports summary 225
Reporting multicurrency information 228
Report destinations and formats 229
Processing reports on a process server 230
Creating a report option 230
Printing a report with an option........ 232

Creating a report group 232
Customizing a report 234

Part 5: Utilities238

Chapter 22: .... Purchase Order History Removal239

Purchase Order Processing history types 239
Removing purchasing history 240
Removing tax history 242
Removing Intrastat history 243

Chapter 23: .... Purchase Order Reconciliation245

Printing a reconcile report 245
Reconciling purchase orders 246

Glossary 249

Index 255

Documentation Comment Form 261

INTRODUCTION

Introduction

Welcome to Purchase Order Processing, an important component of the Great Plains system. Once you've set up Purchase Order Processing, you can enter standard and drop-ship purchase orders and change the status of purchase orders and the line items on your purchase orders. You also can enter and post shipment receipts, invoice receipts, and shipment/invoice receipts either individually or in a batch and match shipments to invoices to ensure accurate costs are assigned to items received.

This introduction is divided into the following sections:

- *What's in this manual*
- *Symbols and conventions*
- *Additional resources*

What's in this manual

This manual is designed to give you an in-depth understanding of how to use the features of Purchase Order Processing, and how it integrates with the Great Plains system.

The manual is divided into the following parts:

- Part 1, **Setup and Cards**, introduces Purchase Order Processing and gives detailed instructions on setting it up.

- Part 2, **Purchase Orders**, explains how to enter, print, issue, and manage purchase orders.

- Part 3, **Receipts**, explains how to enter and manage receipts.

- Part 4, **Inquiries and Reports**, explains how to use inquiries and reports to analyze your purchasing and receiving activity.

- Part 5, **Utilities**, describes procedures you can use to reconcile purchase order information or remove history.

Some features described in this documentation are optional and can be purchased through your Microsoft Business Solutions partner.

To view information about the release of Great Plains that you're using and which modules or features you are registered to use, choose Help >> About Microsoft Business Solutions-Great Plains.

Symbols and conventions

This manual uses the following symbols to make specific types of information stand out.

Symbol	**Description**
💡	The light bulb symbol indicates helpful tips, shortcuts and suggestions.
⚠	The warning symbol indicates situations you should be especially aware of when completing tasks. Typically, this includes cautions about performing steps in their proper order, or important reminders about how other information in Great Plains may be affected.
£ ¥ $	The multicurrency symbol points out features or procedures that apply if you're using Multicurrency Management.

This manual uses the following conventions to refer to sections, navigation and other information.

Convention	**Description**
Creating a batch	Italicized type indicates the name of a section or procedure.
File >> Print	The (>>) symbol indicates a sequence of actions, such as choosing items from a menu, toolbar, or pressing buttons in a window. This example directs you to go to the File menu and choose Print.
TAB or ENTER	Small capital letters indicate a key or a key sequence.

Additional resources

Use the following tools to learn how to use Great Plains. Besides online help, many of the documentation resources are provided in Adobe Reader .PDF files.

Online help

You can select topics from the contents of the help file, use the index to type and locate the name of a window or entry, or search the contents of the help file for associated topics.

Contents To locate topics within the Contents, choose Help >> Contents to open the Contents topic in the help. You can expand and collapse the structures to see additional entries. The Contents is arranged by module, and lists the main topics for each module in the help. The Contents also lists other help files that contain information for additional products.

Index To find information about a window that's not currently displayed, choose Help >> Index, then type the name of the window and choose Display.

Search To search for topic within the help contents, select the Search tab and type a keyword to search for. Choose List Topic.

Favorites To save the reference to a topic from your help contents, select a topic from the contents and then select the Favorites tab. Choose Add.

About this window

To view overview information about the current window, related procedures, and descriptions of its fields, buttons, and menus, choose Help >> About This Window, or press F1.

Printable manuals

Choose Help >> Printable Manuals to access manuals that you can view online or print to a printer. The manuals are available in Adobe Acrobat .PDF format.

Documentation on the Web

Choose Help >> Documentation on the Web to go to CustomerSource, where the following resources and components are available.

Sample reports Samples of predefined Great Plains reports that you can view online or print to a printer are available in Adobe Acrobat .PDF format. Samples of customized versions of some reports also are available on our Web site.

Current implementation and update information Current information, such as released service packs and the most current update instructions, will be posted here.

Developer documentation and resources The most recent documentation and updated information for developers will be posted here.

Orientation training

Tutorials that show you how to complete basic procedures within Great Plains are available by choosing the Orientation Training selection in the Help menu (Help >> Orientation Training).

CustomerSource Web site

Choose Help >> CustomerSource Web Site to access CustomerSource, where you can access support resources and tools to improve your business processes and practices.

Products and services

For information about the product support options available to you, refer to the Great Plains Services Guidebook, which is available in Adobe Acrobat .PDF format. Choose Help >> Products and Services >> Guide to Services.

You also can choose Help >> Products and Services to access the following resources:

- Order business forms
- E-business Solutions
- Year-End Updates
- Payroll Tax Updates

What's new

For information about enhancements that were added to Great Plains since the last major release, refer to the What's New document (Help >> What's New).

PART 1: SETUP AND CARDS

Part 1: Setup and Cards

This part of the documentation includes procedures for setting up Purchase Order Processing. Setup procedures generally need to be completed only once, but you may want to refer to these instructions at other times to view or modify existing entries. The following topics are discussed:

- Chapter 1, "Module Setup," provides instructions for setting up the Purchase Order Processing module.
- Chapter 2, "Document Security," explains how to restrict user access to Purchase Order Processing documents.
- Chapter 3, "Buyers," describes how to set up and manage buyer IDs. Identifying a buyer on a purchase order makes it easier to track orders.
- Chapter 4, "Purchase Order Generator Setup," provides instructions for setting up the purchase order generator.

Chapter 1: Module Setup

Use this information to learn about and set up Purchase Order Processing. The setup procedures are organized in an order that will ensure Purchase Order Processing is set up properly.

This information is divided into the following sections:

- *Purchase Order Processing document types*
- *Purchase Order Processing history types*
- *Before you set up Purchase Order Processing*
- *Setting up Purchase Order Processing preferences and default entries*
- *Setting up currency decimal places for non-inventoried items*
- *Setting up Purchase Order Processing tax options*
- *Setting up user-defined fields for receivings*
- *Setting up comments*

Purchase Order Processing document types

Use Purchase Order Processing to track your company's purchasing activity. You can enter and manage purchase orders, track shipments and invoices received, and match shipments to invoices that were received separately. There are seven types of documents in Purchase Order Processing.

- Standard purchase orders list items that will be shipped to your business to be received into your inventory. For more information, see *Entering a standard purchase order* on page 39.

- Drop-ship purchase orders list items that will be shipped directly to the customer. The vendor sends you an invoice and you, in turn, send an invoice to the customer. For more information, see *Entering a drop-ship purchase order* on page 43.

- Blanket purchase orders list a single item and the quantities that will be delivered in a series of shipments, usually on specific dates. The items will be shipped to your business to be received into your inventory. For more information, see *Entering a blanket purchase order* on page 46.

- Drop-Ship blanket purchase orders list a single item and the quantities that will be delivered to the customer in a series of shipments, usually on specific dates. The vendor sends you an invoice and you, in turn, send an invoice to the customer. For more information, see *Entering a drop-ship blanket purchase order* on page 50.

- Shipment/invoice receipts record the receipt of goods and services accompanied by an invoice. For more information, see *Receiving a shipment/invoice* on page 125.
- Shipment receipts record the receipt of goods and services without an invoice. For more information, see *Receiving a shipment* on page 129.
- Invoice receipts record an invoice received for a shipment you received and posted earlier, or an invoice received for a shipment that you have not yet received. For more information, see *Entering an invoice receipt* on page 159.

Purchase Order Processing history types

When setting up Purchase Order Processing, you'll have the option to maintain the following types of history.

Purchase Order This option keeps a detailed copy of each purchase order in history. When you transfer a purchase order to history using the Remove Completed Purchase Orders window, or when you void a purchase order using the Purchase Order Entry window, purchase order history will include line-by-line detail of all information entered for each purchase order.

Account Distributions This option keeps a detailed record of transaction distributions that are posted to General Ledger. Account distribution history will be updated when each receipt is posted. Distribution history includes the audit trail code, account, account description, debit or credit amount, and other information about each transaction.

Receipt This option keeps a detailed copy of each receipt in history. When you post or void a receipt using the Receivings Transaction Entry window or the Purchasing Invoice Entry window, receipt history will include line-by-line detail of all the information entered for each receipt, including serial and lot numbers.

Keeping history will increase the amount of hard disk space needed. You should periodically remove the historical records you no longer need. For more information, see Chapter 22, "Purchase Order History Removal."

Before you set up Purchase Order Processing

You should complete setup procedures in Payables Management and Inventory Control before you set up Purchase Order Processing. If you haven’t completed all of the following tasks, be sure to do so before continuing.

- Set up Payables Management
- Create vendor cards
- Enter beginning inventory quantities
- Set up item records (be sure to assign price lists and vendor items)
- Set up item sites
- Set up inventory and purchasing accounts in the Posting Accounts Setup window

To view the Posting Accounts Setup window, choose Tools >> Setup >> Posting >> Posting Accounts and then select to view Inventory or Purchasing accounts.

Be sure you’ve also completed the setup procedures for your company, currency, checkbooks, and posting options. Tax schedules and tax details also should be set up. For more information about completing these procedures, refer your System Setup instructions (Help >> Contents >> select Setting Up the System).

If you’re using landed costs, be sure to set up landed cost records and groups before you set up Purchase Order Processing. For details, see the Inventory Control documentation.

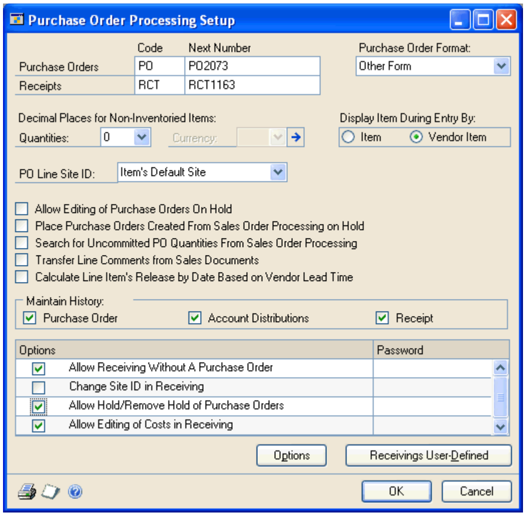
If you’re using Multicurrency Management, be sure to set up currencies, exchange rate tables, and rate types before you set up Purchase Order Processing. For details, see the Multicurrency Management documentation.

Setting up Purchase Order Processing preferences and default entries

Use the Purchase Order Processing Setup window to set preferences and default entries that appear throughout Purchase Order Processing.

To set up Purchase Order Processing preferences and default entries:

1. Open the Purchase Order Processing Setup window.
   (Tools >> Setup >> Purchasing >> Purchase Order Processing)



	Code	Next Number
Purchase Orders	PO	PO2073
Receipts	RCT	RCT1163

Purchase Order Format: Other Form

Decimal Places for Non-Inventoried Items:
Quantities: 0
Currency:

Display Item During Entry By: ○ Item ● Vendor Item

PO Line Site ID: Item's Default Site

☐ Allow Editing of Purchase Orders On Hold
☐ Place Purchase Orders Created From Sales Order Processing on Hold
☐ Search for Uncommitted PO Quantities From Sales Order Processing
☐ Transfer Line Comments from Sales Documents
☐ Calculate Line Item's Release by Date Based on Vendor Lead Time

Maintain History:
☑ Purchase Order ☑ Account Distributions ☑ Receipt

Options	Password
☑ Allow Receiving Without A Purchase Order	
☐ Change Site ID in Receiving	
☑ Allow Hold/Remove Hold of Purchase Orders	
☑ Allow Editing of Costs in Receiving	

2. Accept or change the default document code and enter the next document number you want to use for purchase orders. Select the format you want to use when purchase orders are printed.

   To use purchase order forms other than the suggested forms, you may want to use Report Writer to be sure the information is printed on your forms correctly. For more information, refer to Report Writer help.

   The document code can be used to identify the documents on reports and inquiries. The next number will be the starting document number when receipts are entered. You can reuse a document number if the document has been deleted or removed from history (if you're keeping history).

   By defining the next document number, you also are determining the number of unique document numbers that will be available. For example, if you enter PO001 as the next purchase order number, you'll be able to enter up to 999 purchase orders; if you enter PO0001 as the next purchase order number, you'll be able to enter up to 9,999 purchase orders. Be sure to enter a next number that will accommodate your business volume.

3. Accept or change the default document code that appears and enter the next document number you want to use for receipts.

   The document code can be used to identify the documents on reports and inquiries. The next number will be the starting document number when receipts are entered. You can reuse a document number if the document has been deleted or removed from history (if you're keeping history).

4. Enter the number of decimal places to use when displaying and entering quantity and currency amounts for non-inventoried items.

   If you're using Multicurrency Management, choose the expansion button to open the Purchasing Non-Inventoried Currency Decimals Setup window. Use this window to define currency decimal places for each currency to which you have access. For more information, see *Setting up currency decimal places for non-inventoried items* on page 16.

5. Select which item numbers to use during transaction entry—the item numbers your company uses or the item numbers used by your vendors.

6. Select a default site ID for purchase order line items. You can select either the default site ID set up for the item in Item Quantities Maintenance window or the previous purchase order line's site ID.

7. Indicate whether you want New purchase orders generated in Sales Order Processing to be placed on hold when they appear in the Purchase Order Entry window. If you mark this option, committing a Sales Order Processing line item to an existing purchase order line item will not cause the purchase order to be placed on hold.

   If you mark this option and you've assigned a password to the option "Allow Hold/Remove Hold of Purchase Orders," you will not need to enter the password during the purchase order generation process in Sales Order Processing. However, the password to remove holds will apply when a purchase order is viewed in the Purchase Order Entry window.

8. Indicate whether you want the system to search for uncommitted purchase order quantities when you attempt to create a link between a sales line and a purchase order. If you don't mark the option, you'll be able to create a new purchase order for the sales document, but you won't be able to link the sales line to an existing purchase order. Refer to the Sales Order Processing documentation for information about linking an item to an existing purchase order.

9. Indicate whether you want to transfer line item comments from sales documents to new purchase orders. If you mark this option, existing purchase order line comments will not change if linked to sales line items with comments.

10. Indicate whether the release by date for a purchase order line item should be calculated by subtracting the vendor's planning lead time from the required date. By marking this option, you can use the PO Line Items to Release Report to identify purchase order line items that should be released to the vendor. If you don't mark this option, the release by date isn't calculated automatically.

11. Select the types of historical information you want to maintain for your purchase transactions. For information about history types, see *Purchase Order Processing history types* on page 10.

If you've selected to reprint Purchase Order Processing posting journals in the Audit Trail Codes Setup window, the system will maintain the history necessary to reprint posting journals whether or not you've marked to maintain history in the Purchase Order Processing Setup window.

12. In the Options scrolling window, mark the check boxes next to the options you want to enable. You can assign passwords to the options to restrict who has access to them. If an option is marked, but no password is entered, anyone with access to the affected window can perform the action. You can select to allow the following:

    Receiving items without a purchase order Select this option to allow line items not assigned to a purchase order to be entered on a shipment, shipment/invoice or invoice receipt. If the option isn't selected, you won't be able to receive or invoice line items not associated with a purchase order.

Changing the site ID in receiving Select this option to allow receiving line items to different locations than indicated on the original purchase order.

Allowing/removing holds on purchase orders Select this option to allow users to place and remove holds on New, Released or Change Order purchase orders of either type—standard or drop-ship.

When you mark this option, you also can indicate whether you want to allow editing of purchase orders on hold. If you don’t allow editing on-hold purchase orders, you will be able to view purchase orders that have been placed on hold, but you won’t be able to edit, delete or void them.

Editing costs in receiving Select this option to allow changing an item’s Unit Cost and Extended Cost in the Receivings Transaction Entry window.

When deciding whether to allow the editing of costs in receiving, keep in mind that purchase price variances are calculated by comparing the cost posted from receiving with the standard cost for items with periodic valuation methods. For more information about standard cost and valuation methods, see the Inventory Control documentation.

If you allow receiving without a purchase order, you should allow editing of costs in receiving, or you won’t be able to enter costs for items without purchase orders. To restrict access, you can require a password.

13. Choose Options to open the Purchase Order Processing Setup Options window, where you can set up tax calculations in Purchase Order Processing. See *Setting up Purchase Order Processing tax options* on page 17 for more information. If you are using purchase order generator, you can use the Purchase Order Processing Setup Options window select options for generating purchase orders. See *Setting up purchase order generator default entries* on page 30 for more information.

14. Choose Receivings User-Defined to enter labels for user-defined fields, lists, and dates that will be used when entering shipments and shipment/invoices. See *Setting up user-defined fields for receivings* on page 19 for more information.

15. Choose OK to save the entries you’ve made in the Purchase Order Processing Setup window.

16. Print a Purchase Order Processing Setup List (optional).

    Choose File >> Print while the Purchase Order Processing Setup window is displayed to print a Purchase Order Processing Setup List to review the setup options you’ve entered. If you’ve identified errors in the setup list, simply enter or select the correct information.

    This report also can be printed using the Purchasing Setup Reports window.

Setting up currency decimal places for non-inventoried items

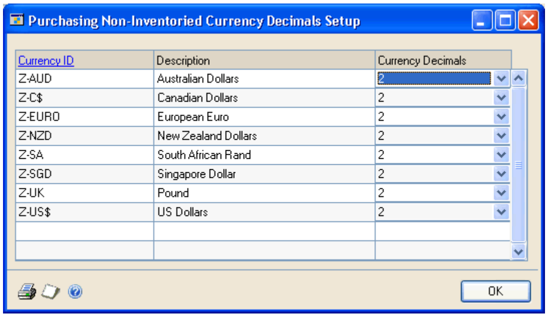
Use the Purchasing Non-Inventoried Currency Decimals Setup window to define currency decimal places for non-inventoried items for each currency to which your company has access. This window is available only if you are using Multicurrency Management. If you aren’t using Multicurrency Management, use the Purchase Order Processing Setup window to define the number of decimal places when displaying currency amounts for non-inventoried items.

The default number of decimal places for each currency was determined when the currencies were set up. Use this window to change the number of decimal places used to display currency amounts for non-inventoried items. You can change the non-inventoried currency decimal places for a currency at any time.

Changing the decimal place setting for a currency won’t change the decimal place settings of non-inventoried items already entered on existing documents. Only new items added to existing transactions or new transactions will use the new settings.

To set up currency decimal places for non-inventoried items:

1. Open the Purchasing Non-Inventoried Currency Decimals Setup window.
   (Tools >> Setup >> Purchasing >> Purchase Order Processing >> Currency expansion button)



Currency ID	Description	Currency Decimals
Z-AUD	Australian Dollars	2
Z-C$	Canadian Dollars	2
Z-EURO	European Euro	2
Z-NZD	New Zealand Dollars	2
Z-SA	South African Rand	2
Z-SGD	Singapore Dollar	2
Z-UK	Pound	2
Z-US$	US Dollars	2

2. In the Currency Decimals column, change the number of currency decimal places to use for non-inventoried items. Amounts will appear in the format defined in this window whenever a non-inventoried item is entered for a specific currency.

3. Continue this process until you define the decimal places for all the currencies displayed in the window.

4. Choose File >> Print to print the Non-Inventoried Currency Decimals Setup List.

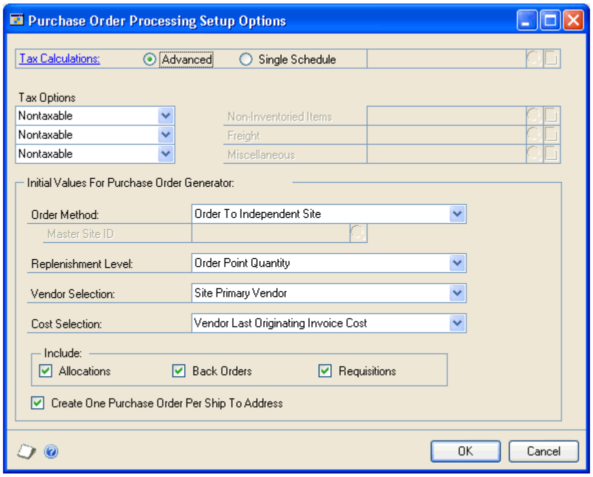
5. Choose OK to close the window.

Setting up Purchase Order Processing tax options

Use the Purchase Order Processing Setup Options window to set up the tax calculations that will be used on documents. Depending on the tax calculation selected, you can enter default tax schedules for non-inventoried items, freight, and miscellaneous items. For information about setting up the purchase order generator, see Chapter 4, “Purchase Order Generator Setup.”

To set up Purchase Order Processing tax options:

1. Open the Purchase Order Processing Setup Options window. (Tools >> Setup >> Purchasing >> Purchase Order Processing >> Options button)



Tax Calculations: ● Advanced ○ Single Schedule

Tax Options
Nontaxable — Non-Inventoried Items
Nontaxable — Freight
Nontaxable — Miscellaneous

Initial Values For Purchase Order Generator:
Order Method: Order To Independent Site
Master Site ID
Replenishment Level: Order Point Quantity
Vendor Selection: Site Primary Vendor
Cost Selection: Vendor Last Originating Invoice Cost
Include: ☑ Allocations ☑ Back Orders ☑ Requisitions
☑ Create One Purchase Order Per Ship To Address

2. Mark the type of tax calculation to use on documents.

Advanced Mark Advanced to specify a tax schedule to use for non-inventoried items, freight, and miscellaneous charges. For inventory items, the tax schedule you chose for each item in the Item Maintenance window will be used.

Single Schedule Mark Single Schedule to specify one tax schedule for all items on all documents. Items on each document will be taxed using the tax details in the schedule you specify here, even if the item is nontaxable or if the vendor is tax exempt. Taxes won't be calculated on freight or miscellaneous charges.

3. If you marked Advanced in step 2, enter or select tax options for non-inventoried items, freight, and miscellaneous charges. You can change the tax schedules used for a transaction in a tax schedule entry window during transaction entry. The tax options are:

   Taxable The tax details that are assigned to the vendor or site will be compared to the tax details in the tax schedule you specify here.

   Nontaxable No taxes will be calculated.

   Base on vendor The tax schedule assigned to the vendor's purchase address will be used calculating taxes.

4. Choose OK.

   To print the Purchase Order Processing Setup List, choose File >> Print in the Purchase Order Processing Setup window.

Setting up user-defined fields for receivings

Use the Receivings User-Defined Fields Setup window to enter labels for up to 35 user-defined fields to further track additional information for shipment and shipment/invoice receipts. Later, when you enter receivings transactions, the labels will appear in the Receivings User-Defined Fields Entry window, where you can enter information that is unique to the transaction. You can set up the following types of user-defined fields.

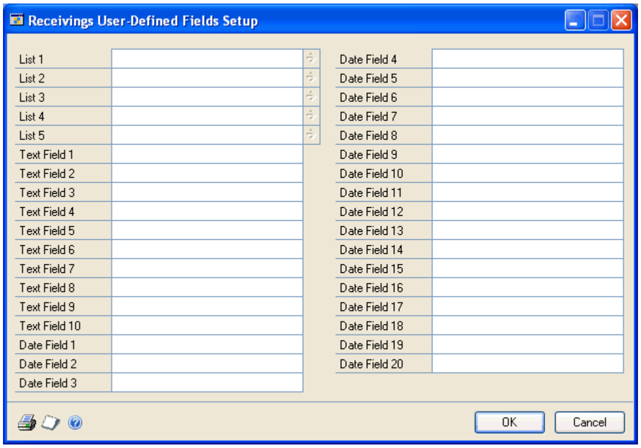
List Use list fields to predefine options to track information that is specific to your business. For example, to track the origin of orders, you could name a list Order Origin and enter Fax, Phone, and Mail as values for the list. When you enter transactions, Order Origin will appear as a title in the Receivings User-Defined Fields Entry window and you can select where the order originated from the list you created or include additional values.

Text Use text fields to record additional information about the transactions you enter in the Receivings Transaction Entry window. For example, to track special ID numbers for shipped equipment, you can enter Shipping ID in a text field.

Dates Use date fields to record additional dates that affect your documents. For instance, if you want to track the date that an installation was complete, enter Install Date in a date field.

To set up user-defined fields for receivings:

1. Open the Receivings User-Defined Fields Setup window.
(Tools >> Setup >> Purchasing >> Purchase Order Processing >> Receivings User-Defined button)


Receivings User-Defined Fields Setup
List 1
List 2
List 3
List 4
List 5
Text Field 1
Text Field 2
Text Field 3
Text Field 4
Text Field 5
Text Field 6
Text Field 7
Text Field 8
Text Field 9
Text Field 10
Date Field 1
Date Field 2
Date Field 3
Date Field 4
Date Field 5
Date Field 6
Date Field 7
Date Field 8
Date Field 9
Date Field 10
Date Field 11
Date Field 12
Date Field 13
Date Field 14
Date Field 15
Date Field 16
Date Field 17
Date Field 18
Date Field 19
Date Field 20
OK
Cancel

2. Enter as many as five list fields. Choose the expansion button next to each list name you've entered; the Receivings User-Defined List Setup window will appear. Use this window to enter values for each list.

3. Enter as many as 10 text fields to track additional information about your customers.

4. Enter as many as 20 date fields to record additional dates that affect your documents.

5. Choose File >> Print to print the Receivings User-Defined Fields Setup List.

6. Choose OK to return to the Purchase Order Processing Setup window. Your changes are saved when you choose OK in the Purchase Order Processing Setup window.

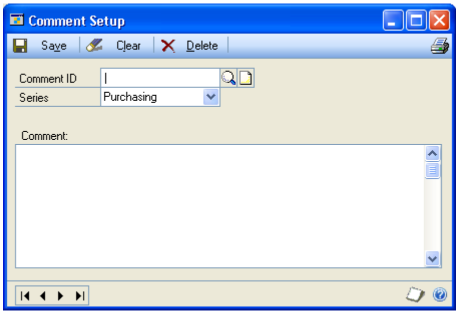
Setting up comments

You can add comments to purchase orders or to individual line items on a purchase order or receipt. Comments are printed automatically on the purchase order and line item comments are printed below the item on the purchase order or receipt.

Use the Comment Setup window to define comments for the each company. You can use these comments on Sales Order Processing, Invoicing or Purchase Order Processing documents. You also can modify standard comments for a particular document or item, or create one-time comment.

To set up comments:

1. Open the Comment Setup window.
   (Tools >> Setup >> Company >> Comments)



Series Purchasing

2. Enter a short identifier for the comment.

3. Select a series this comment will be associated with.

4. Enter the comment text.

You can enter up to 200 characters, which will appear on the purchase order or receipt as four lines of 50 characters each. If you want longer comments to appear, use Report Writer to modify the document layout.

5. Choose Save.

Chapter 2: Document Security

Because standard, blanket, drop-ship, and drop-ship blanket purchase orders are entered in the same window, you might need to prevent some users from entering certain document types. For example, you might allow purchasing clerks to enter standard purchase orders, but allow only the purchasing supervisor to enter drop-ship purchase orders. You can use the Security Setup window to set up access for each user for each document type.

You also can use user classes to restrict access to certain document types for a group of users. For example, you could create a user class for your purchasing clerks, and limit their access to only standard purchase orders.

This information is divided into the following sections:

- *Setting up document security for users*
- *Setting up document security for user classes*

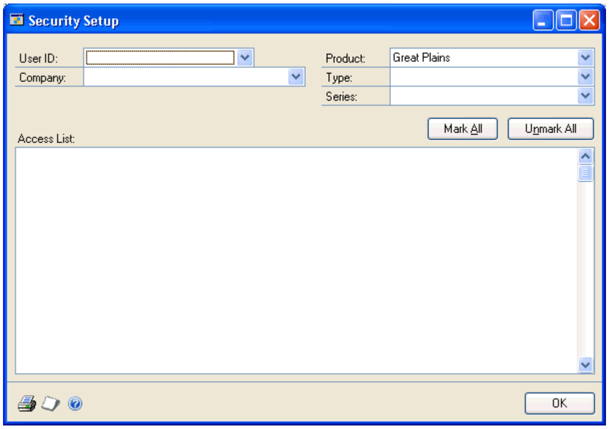
Setting up document security for users

Use the Security Setup window to set up security for purchasing documents for individual users. Security settings you make in this window will override user class settings, if the user belongs to a user class. If you roll down changes to the user class after you've made changes to an individual user's settings, the individual settings will be reset to match the class. If you are using Advanced Security, see the Advanced Security documentation to set up security for purchasing documents.

To use document security, be sure that the Security field in the Company Setup window is marked. Security doesn't function unless you activate it in the Company Setup window.

To set up document security for users:

1. Open the Security Setup window.
   (Tools >> Setup >> System >> Security)


Security Setup
User ID:
Company:
Product:
Great Plains
Type:
Series:
Mark All
Unmark All
Access List:
OK

2. Select a user and company.

Document security is defined for each user on a company-by-company basis. Be sure to set document security for each company the user will access.

3. Select Great Plains as the product, select Document Access as the type, and select Purchasing as the series.

4. Remove or grant access to individual items.

   The Access List will display the document types to which the user currently has access. Each selection will appear marked with an asterisk (*), meaning the document is available to this user.

   To make the selection unavailable, unmark it by double-clicking it. The asterisk will disappear. To make an unmarked selection available to this user, double-click the selection and the asterisk will reappear.

5. Save the user access information. To print a User Security Report for the user that's displayed in the Security Setup window, choose File >> Print.

Security changes aren't in effect for a user until the user logs in again. Users who are logged in when you make security changes will continue to have the same access preivileges that they had when they logged in.

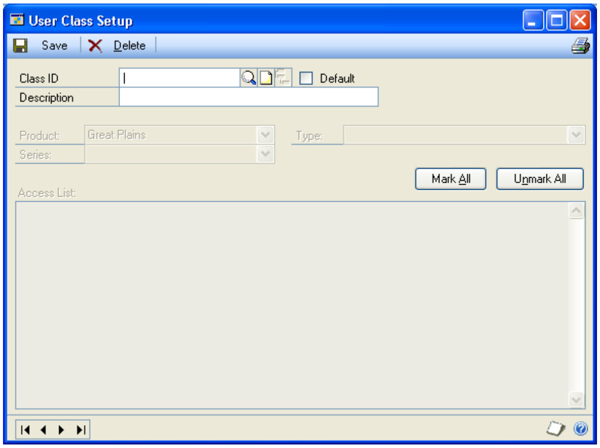
Setting up document security for user classes

Use the User Class Setup window to set up security settings for user classes for all companies. You can determine the level of access each class will have to company information you've set up such as windows, reports, and documents. Complete this procedure each time you create a new user class.

To use document security, be sure that the Security field in the Company Setup window is marked. Security doesn't function unless you activate it in the Company Setup window.

To set up document security for user classes:

1. Open the User Class Setup window.
   (Tools >> Setup >> System >> User Classes)



2. Enter or select a class name.

3. Select Great Plains as the product, select Document Access as the type and select Purchasing as the series.

4. Remove or grant access to individual items.

   The Access List will display the document types to which the user currently has access. Each selection will appear marked with an asterisk (*), meaning the document is available to this user.

   To make the selection unavailable, unmark it by double-clicking it. The asterisk will disappear. To make an unmarked selection available to this user, double-click the selection and the asterisk will reappear.

5. Mark the default option (optional). If you mark this option, selections you set for this class will appear automatically as the default entry for every subsequent class you create.

6. Save the user class and print a User Classes Report.

If you change an existing user class, you'll be asked whether you want to roll down the changes to all users in the class. If you choose Yes, the changes made to the class are applied, or rolled down, to each user record currently in the class. If you roll changes down for this class, any individual security you've set for each user in that class will be lost. If you don't roll down changes, no existing users will be affected by the changes, but all users to whom you assign this class in the future will have the changes you entered.

Chapter 3: Buyers

Large companies typically have several buyers working in the purchasing department, with each buyer assuming responsibility for certain items. A buyer's job may include vendor selection, negotiation, and purchase order placement and follow-up.

Identifying a buyer on a purchase order makes it easier to track orders. For example, if your company employs ten buyers who enter purchase orders in the same system, the purchase order numbers are not an effective way of locating a particular buyer's documents. If buyers are assigned to purchase orders, you can print a report sorted by Buyer ID.

This information is divided into the following sections:

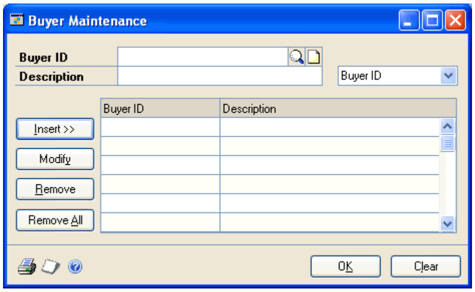
- *Adding buyer IDs*
- *Modifying buyer IDs*
- *Removing buyer IDs*

Adding buyer IDs

Use the Buyer Maintenance window to add new buyer IDs. For example, a buyer ID can be based on a location, a group of items, or an existing user ID.

To add buyer IDs:

1. Open the Buyer Maintenance window.
   (Cards >> Purchasing >> Buyers)



2. Enter a buyer ID in the Buyer ID field.

3. Enter a description.

4. Choose Insert to insert the buyer ID in the scrolling window and save the record.

5. Choose OK when you're finished adding buyer IDs.

Modifying buyer IDs

Use the Buyer Maintenance window to modify existing buyer IDs.

To modify buyer IDs:

1. Open the Buyer Maintenance window.
   (Cards >> Purchasing >> Buyers)

2. Select a buyer ID in the scrolling window.

3. Choose Modify. The buyer you selected will appear in the Buyer ID and Description fields.

4. Edit the existing description.

5. Choose Insert to insert the buyer ID in the scrolling window and save the record.

6. Choose OK when you're finished modifying a buyer ID.

Removing buyer IDs

Use the Buyer Maintenance window to delete buyer IDs you no longer want to use.

If you remove a buyer ID that is linked to an active purchase order (one that isn't in history), the buyer ID will remain attached to that purchase order. If the Manufacturing Series is registered and you delete a buyer ID that is linked to items in Item Engineering, the buyer ID will be removed from those items.

To remove buyer IDs:

1. Open the Buyer Maintenance window.
   (Cards >> Purchasing >> Buyers)

2. To remove a single buyer ID, select it in the scrolling window and choose Remove. To remove all of your buyer IDs, choose Remove All.

Chapter 4: Purchase Order Generator Setup

If you are using the purchase order generator, you can automatically generate purchase orders to replenish inventory based on a reorder point you specify.

Use the purchase order generator to analyze inventory levels and suggest purchase order line items based on default settings and reorder levels; the suggested purchase orders can be modified before they are created.

This information is divided into the following sections:

- *Sites and purchase order generator*
- *Setting up purchase order generator default entries*
- *Mapping inventory sites to addresses*

Sites and purchase order generator

You'll use master sites, subordinate sites, and independent sites when generating suggested purchase orders. How the demand is purchased, received, and distributed depends on how you use these sites.

A **master site** is a central location where its requirements are consolidated with the net demand from subordinate sites. A purchase order is placed from the total net demand at the master site. You can have more than one master site. A **subordinate site** is a location that passes its requirements to a central location, the master site, to be purchased, received, and distributed. An **independent site** is a location that has requirements that must be fulfilled by the items that are to be purchased. A master site is an independent site.

The order method you select for an item decides which site will be used when generating purchase orders. If you select Order to Master Site, suggested purchase order quantities will be based on requirements for this site and other sites that have the same master site. When you are ordering to a master site, you'll need to set up your master site before setting up your subordinate sites in the Purchase Order Generator Item Maintenance window. The master site must have an order method of Order To Independent Site. Assume that your default master site is Warehouse. If you didn't set up Warehouse as an independent site, any subordinate site that would have used Warehouse as their master site will use order to independent site as their order method.

If you select Order to Independent, suggested purchase orders can be generated for the site where the material is required or if the site is a master site for subordinate sites as well as the master site. Requirements from subordinate sites will not be required is the site isn’t a master site.

Setting up purchase order generator default entries

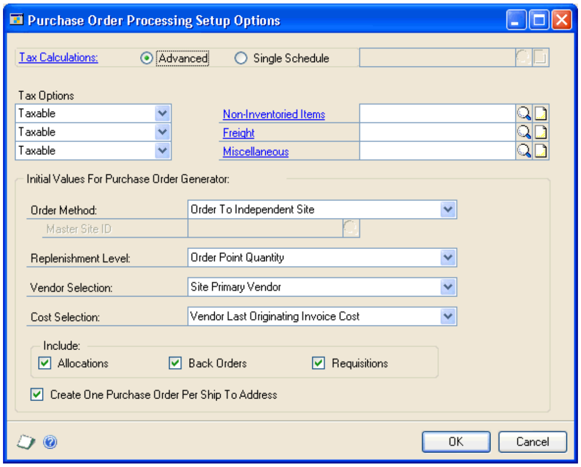
Use the Purchase Order Processing Setup Options window to define default reorder information that will appear in the Purchase Order Generator Item Maintenance window and the Purchase Order Item Mass Update window.

You also can select how purchase orders should be created when you generate suggested purchase order line items using the Suggested Purchase Orders Preview window. You can select to create a purchase order for all items that have the same vendor, buyer, and ship-to address or create a purchase order for all items that have the same vendor and buyer.

You should set up general default information before you define preferences for a specific item-site combination or a group of items and sites. You can change the entries for individual item-site combinations, if necessary. Use the Purchase Order Generator Item Maintenance window to set up reorder preferences for each item at a specific site. Use the Purchase Order Item Mass Update window to set up or change reorder preferences for a group of items. For more information, see the Inventory Control documentation.

To set up purchase order generator default entries:

1. Open the Purchase Order Processing Setup Options window. (Tools >> Setup >> Purchasing >> Purchase Order Processing >> Options button)



Purchase Order Processing Setup Options

Tax Calculations: ● Advanced ○ Single Schedule

Tax Options

Taxable — Non-Inventoried Items
Taxable — Freight
Taxable — Miscellaneous

Initial Values For Purchase Order Generator:

Order Method: Order To Independent Site
Master Site ID
Replenishment Level: Order Point Quantity
Vendor Selection: Site Primary Vendor
Cost Selection: Vendor Last Originating Invoice Cost

Include:
☑ Allocations ☑ Back Orders ☑ Requisitions

☑ Create One Purchase Order Per Ship To Address

2. Select a default order method for automatically generated purchase orders.

   Order To Independent Site Use this option if you want to order to the site where the material is required.

   Order To Master Site Use this option if items are purchased to a central location (a master site) and distributed to other sites (subordinate sites).

3. If the order method is Order To Master Site, enter or select a master site. Demand from all subordinate sites will be combined with demand for the master site you select when determining the order quantity.

4. Select a default replenishment level.

   Order Point Quantity Select this level to order a quantity that will bring available inventory up to the order point defined in the Item Resource Planning Maintenance window.

Order-Up-To-Level Select this level to order a quantity that will bring available inventory up to the order-up-to level defined in the Item Resource Planning Maintenance window. The Order Point Quantity will be used if the Order-Up-To Level is zero or less than the Order Point Quantity.

Vendor EOQ Select this level to order a quantity that is equal to the economic order quantity defined in the Item Vendors Maintenance window for the selected vendor. The vendor economic quantity is used when it is greater than the required quantity otherwise, the required quantity is used.You won't be able to select this option if the order method is Order To Master Site.

Refer to *How quantities are calculated for suggested purchase orders* on page 90 for information about how replenishment levels affect required quantity.

5. If the order method is Order To Independent Site, indicate which vendor to use for purchase orders.

   Site Primary Vendor The primary vendor specified in the Item Quantities Maintenance window for the item-site combination is used.

   Vendor with Lowest Cost The vendor with the lowest cost will be selected based on the functional equivalent of the Last Originating Invoice Cost field in the Item Vendors Maintenance window.

   Vendor with Shortest Lead Time The vendor with the shortest planning lead time will be selected based on the Planning Lead Time field in the Item Vendors Maintenance window.

   You won't be able to select a vendor selection if the order method is Order To Master Site. The master site's vendor selection will be used to determine the vendor.

6. If the order method is Order To Independent Site, indicate which item cost to use for purchase orders.

   Vendor Last Originating Invoice Cost The last originating invoice cost from the Item Vendors Maintenance window for the selected vendor will be used.

Item Current Cost The current cost from the Item Maintenance window will be used.

Item Standard Cost The standard cost from the Item Maintenance window will be used.

Specified Cost (In Functional Currency) The cost specified in the Purchase Order Generator Item Maintenance window will be used regardless of the vendor.

You won't be able to select a cost selection if the order method is Order To Master Site. The master site's cost selection will be used to determine the cost.

7. Mark Allocations to subtract the allocated quantity from the current supply when the required quantity is calculated.
8. Mark Back Orders to subtract the back ordered quantity from the current supply when the required quantity is calculated.
9. Mark Requisitions to subtract the requisitioned quantity from the current supply when the required quantity is calculated.
10. Unmark Create One Purchase Order per Ship To Address to generate a purchase order for all items that have the same vendor and buyer. If this option is marked, you can generate a purchase order for all items that have the same vendor, buyer, and ship-to address.
11. Choose OK to close the window and return to the Purchase Order Processing Setup window.

Mapping inventory sites to addresses

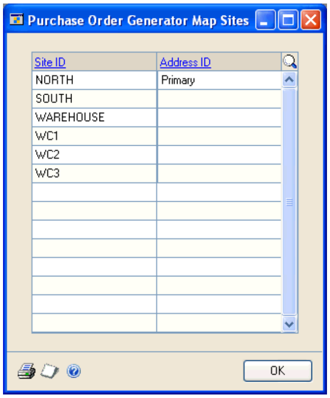
Use the Purchase Order Generator Map Sites window to define the relationship between inventory site IDs and company addresses. The company address you assign to an inventory site is used as the ship-to address on suggested purchase orders for that site. If there is no company address mapped to a site, the company's primary address ID is used on purchase orders for that site.

When suggested purchase order line items are generated, all items for the same vendor, buyer ID, and ship-to address will be grouped together on a single purchase order. The ship-to address for a purchase order line is determined by the item's site ID.

For example, if an item needs to be replenished at three sites and all sites have the same address ID, three lines for the item will be created on the same purchase order—one line for each site.

To map inventory sites to addresses:

1. Open the Purchase Order Generator Map Sites window.
   (Tools >> Setup >> Purchasing >> Purchase Order Generator Map Sites)



Site ID	Address ID
NORTH	Primary
SOUTH	
WAREHOUSE	
WC1	
WC2	
WC3	

   All inventory site IDs defined for the current company will be displayed.

2. Enter or select an address ID (defined in the Company Addresses Setup window) for each site ID.

   Any site that is left unmapped will use the primary company address. Suggested purchase order line items for these sites will be consolidated as lines on a purchase order.

3. Choose OK to save changes and to close the window when you're finished mapping sites.

PART 2: PURCHASE ORDERS

Part 2: Purchase Orders

This part of the documentation explains how to enter, print, issue, and manage purchase orders. The data entry windows were designed to resemble actual purchase order documents, with vendor, line item, and totals information.

Following is a list of topics that are discussed:

- Chapter 5, “Multicurrency Transactions,” describes the effects of using Multicurrency Management with Purchase Order Processing.
- Chapter 6, “Purchase Order Entry,” describes how to enter and print purchase order information.
- Chapter 7, “Purchase Order Detail Entry,” describes how to enter detailed information about a purchase order, vendor, line item, or other elements of a transaction.
- Chapter 8, “Purchase Order Generator,” explains how to automatically generate purchase orders to replenish inventory based on a reorder point you specify.
- Chapter 9, “Taxes for Purchase Orders,” explains how tax is calculated, modified, and distributed for purchase orders.
- Chapter 10, “Purchase Order Maintenance,” explains how to correct, delete, and void purchase orders. It also explains purchase order statuses and holds.

Chapter 5: Multicurrency Transactions

If you're using Multicurrency Management with Purchase Order Processing, you can choose the currency you want to enter on purchase orders and receipts.

This information is divided into the following sections:

- *Viewing multiple currencies*
- *Exchange rate and document date*
- *Multicurrency account distributions*

Viewing multiple currencies

You can choose whether you want to view multicurrency transactions in the originating or the functional currency. Choose Extras >>View >> Currency >> Functional or Originating while entering a purchase order or receipt. The option will be saved on a per user, per window basis.

You also can use the currency list button in the windows that support changing the currency view. The Extras >> View >> Currency menu options and currency list button are available in the following windows:

- Purchase Order Entry
- Receivings Transaction Entry
- Purchasing Invoice Entry

The first time you open these windows after registering Multicurrency Management, all the transactions will be displayed in the originating currency. If you change the currency view, the option you last used will be the default view the next time you open that window.

Exchange rate and document date

If a transaction's currency ID is not in the functional currency, a rate type and associated exchange rate table are assigned to the transaction. The rate type is based on the rate type you've assigned to the selected vendor. If one isn't assigned to the vendor, the default rate type for the Purchasing series specified in the Multicurrency Setup window is used. You also can choose the currency expansion button to open the Exchange Rate Entry window to view or modify the default exchange rate.

The document date (receipt or invoice date) assigned to a transaction determines which exchange rate is used, based on the currency ID and associated rate type that's entered for the transaction. Each time you change the document date on a multicurrency transaction, the system searches for a valid exchange rate. If a valid rate doesn't exist, you can enter an exchange rate using the Exchange Rate Entry window. If you've entered a General Ledger posting date that's different from the document date, the exchange rate expiration date must be after the posting date.

Multicurrency account distributions

For multicurrency transactions, distribution amounts are displayed in both the functional and originating currencies. However, you can change only the originating amounts.

When you're entering a multicurrency transaction, the originating debit and credit amounts must balance. If the functional equivalents don't balance, the difference is posted automatically to a Rounding Difference account and a distribution type of Round identifies the distribution amount in the Purchasing Distribution Entry window.

For example, assume you've entered an invoice in the euro currency, with an amount of 28,755.42 EUR, a trade discount of 586.84 EUR, a discount available of 1544.33 EUR and the exchange rate is 1.0922. The distributions would be calculated as follows:

Account	Euro debit	Euro credit	US Dollars debit	US Dollars credit
Accounts Payable		28,755.42 EUR		$31,406.67
Trade Discount		586.84 EUR		$640.95
Discount Available		1544.33 EUR		$1686.72
Accrued Purchases	30,886.59 EUR		$33,734.33	
Totals	30,886.59 EUR	30,886.59 EUR	$33,734.34	$33,734.33
Rounding Difference			$0.01	
Totals	30,886.59 EUR	30,886.59 EUR	$33,734.34	$33,734.34

Chapter 6: Purchase Order Entry

Entering purchase orders is a common routine in many businesses. You can enter four types of purchase orders. The following table describes the types of purchase orders you can enter.

Purchase order type	**Description**
Standard	A document that lists items that will be shipped to your business to be received into your inventory.
Drop-ship	A document that lists items that will be shipped directly to the customer. The vendor sends you an invoice and you, in turn, send an invoice to the customer.
Blanket	A document that lists a single item and the quantities that will be delivered in a series of shipments, usually on specific dates. The item will be shipped to your business to be received into your inventory.
Blanket drop-ship	A document that lists a single item and the quantities that will be delivered to the customer in a series of shipments, usually on specific dates. The vendor sends you an invoice and you, in turn, send an invoice to the customer.

This information is divided into the following sections:

- *Entering a standard purchase order*
- *Entering a drop-ship purchase order*
- *Entering a blanket purchase order*
- *Entering a drop-ship blanket purchase order*
- *Copying a purchase order*
- *Committing purchase orders to sales documents*
- *Print options for purchase orders*
- *Printing an individual purchase order*
- *Printing multiple purchase orders*
- *Printing an individual blanket purchase order delivery schedule*
- *Printing multiple blanket purchase order delivery schedules*

Entering a standard purchase order

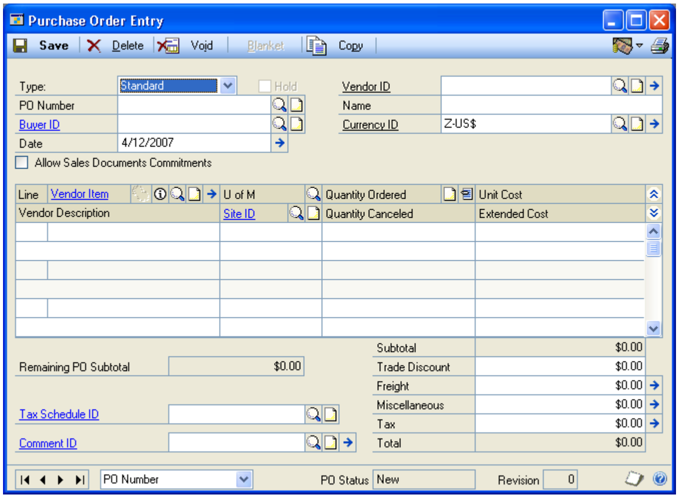
Use the Purchase Order Entry window to enter purchase orders. You can use this window to modify purchase orders with New, Released, and Change Order statuses. You also can enter detailed information for each purchase order and enter non-inventoried items.

You can use the Copy button in the Purchase Order Entry window to create a new purchase order record from an existing purchase order or to copy line items from one purchase order to another. See Copying a purchase order on page 54 or Copying purchase order line items on page 80 for more information.

Use the Extras >> View >> Currency menu option or the currency list button to view amounts in the Purchase Order Entry window in the originating or functional currency.

To enter a standard purchase order:

1. Open the Purchase Order Entry window. (Transactions >> Purchasing >> Purchase Order Entry)



Type: Standard
Date: 4/12/2007
Currency ID: Z-US$
Remaining PO Subtotal: $0.00
Subtotal: $0.00
Trade Discount: $0.00
Freight: $0.00
Miscellaneous: $0.00
Tax: $0.00
Total: $0.00
PO Status: New
Revision: 0

Purchase Order Entry
Save
Delete
Void
Blanket
Copy
Hold
Vendor ID
PO Number
Name
Buyer ID
Allow Sales Documents Commitments
Line
Vendor Item
U of M
Quantity Ordered
Unit Cost
Vendor Description
Site ID
Quantity Canceled
Extended Cost
Tax Schedule ID
Comment ID
PO Number

2. Select Standard as the document type.

3. Enter a purchase order number or accept the default entry.

4. Enter or select a buyer ID.

5. Accept the default date or enter a date that will be used to update your purchasing records.

   In multicurrency transactions, the exchange rate used is based on the the document date, the currency ID, and associated rate type that's entered for the transaction.

6. Choose the Date expansion button to open the Purchasing Date Entry window, where you can enter a contract expiration date for the purchase order. Choose OK to return to the Purchase Order Entry window.

7. Mark the Allow Sales Document Commitments option to allow purchase order line items to be committed to matching sales order line items.

   The Link Purchase Order icon will be displayed in the Quantity Ordered field for line items with sales commitments. Select the line item and choose the button next to the Quantity Ordered heading to view, add, or delete commitments in the Sales Commitments for Purchase Order window. For more information, see *Committing purchase orders to sales documents* on page 56.

8. Enter or select the vendor that you're ordering the item from.

   To enter a temporary vendor—a vendor with whom you have a short-term relationship and want to keep minimal information—place the insertion point in the Vendor ID field and choose Extras >> Options >> Temporary Vendor. The Vendor Maintenance window will open, where you can enter a vendor name and any other information.

9. Enter or select a currency ID, or change the default currency ID.

   If the currency ID is not the company's functional currency, a rate type and associated exchange rate table is assigned to the transaction.

10. Enter or select the number of the vendor item or item you're purchasing. If a vendor item or an item hasn't been set up in your inventory, see *Adding a vendor item* on page 82, *Adding an item to inventory* on page 83, or *Using non-inventoried items* on page 84 for more information.

    - The item number will be displayed if Extras >> Options >> Display Vendor Item is unmarked. If Display Vendor Item is marked, the vendor item will be displayed.

- To indicate that an item must be a specific manufacturer's item, choose the Manufacturer's Item Number expansion button to open the Purchasing Manufacturer's Item Number Entry window. See *Specifying the manufacturer's item numbers to print on a purchase order* on page 77 for more information.

11. Enter the item quantity.

12. If you've entered a non-inventoried item, enter the unit cost. If you've entered an inventoried item, you can modify the default unit cost.

13. Enter a site ID, or accept the default site.

Sites are required for line items. You must enter a site ID before continuing to the next line.

14. Continue to enter all the line items for the purchase order.

15. Enter a tax schedule ID or accept the default entry. This tax schedule ID will be used to calculate tax on the amount of the document. See *Default tax schedules for purchase orders* on page 102 for more information about default tax schedule IDs for purchase orders.

16. Enter the trade discount, freight, miscellaneous, and tax amounts. The trade discount is automatically calculated if you've assigned a trade discount percentage to the vendor that you're purchasing the items from.

    Taxes will be calculated automatically as you enter items. For more information about tax calculations, see Chapter 9, "Taxes for Purchase Orders." To change the tax amounts for the document, see *Calculating and distributing summary taxes for purchase orders* on page 103. To change the tax amounts for a line item, see *Calculating and distributing detail taxes for purchase order items* on page 106.

17. Enter a comment ID (optional). For more information about comments, see *Adding comments to purchasing documents* on page 85.

18. Choose File >> Print to open the Purchase Order Print Options window, where you can print the purchase order (optional).

You can select to print purchase orders in the functional or originating currency using the currency list button. To print a purchase order in your reporting currency, you must use the Purchase Order Inquiry Zoom window. For more information about reporting currency, see the Multicurrency Management documentation.

19. Choose Save to save the purchase order.

Entering a drop-ship purchase order

Use the Purchase Order Entry window to enter a drop-ship purchase order to purchase items on behalf of a customer. The items on the purchase order are shipped directly to the customer without ever being physically received in your inventory. The vendor will invoice your business and you, in turn, will invoice the customer. The quantity on hand isn't updated in Inventory Control, but the current cost for the drop-shipped items and the item vendor information will be updated when the invoice is posted. If the item uses the Average Perpetual valuation method, the current cost for the drop-shipped item won't be updated.

You can use the Copy button in the Purchase Order Entry window to create a new purchase order record from an existing purchase order or to copy line items from one purchase order to another. See *Copying a purchase order* on page 54 or *Copying purchase order line items* on page 80 for more information.

To enter a drop-ship purchase order:

1. Open the Purchase Order Entry window.
   (Transactions >> Purchasing >> Purchase Order Entry)

2. Select Drop-Ship as the document type.

3. Enter a purchase order number or accept the default entry.

4. Enter or select a buyer ID.

5. Accept the default date or enter a date that will be used to update your purchasing records.

   In multicurrency transactions, the exchange rate used is based on the the document date, the currency ID and associated rate type that's entered for the transaction.

6. Choose the Date expansion button to open the Purchasing Date Entry window, where you can enter a contract expiration date for the drop-ship purchase order. Choose OK to return to the Purchase Order Entry window.

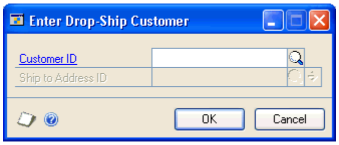
7. Mark Allow Sales Document Commitments to allow purchase order line items to be committed to matching sales order line items.

   The Link Purchase Order icon will be displayed in the Quantity Ordered field for line items with sales commitments. Select the line item and choose the button next to the Quantity Ordered heading to view, add, or delete commitments in the Sales Commitments for Purchase Order window. For more information, see *Committing purchase orders to sales documents* on page 56.

8. Enter or select the vendor that you're ordering the item from.

   To enter a temporary vendor—a vendor with whom you have a short-term relationship and want to keep minimal information—place the insertion point in the Vendor ID field and choose Extras >> Options >> Temporary Vendor. The Vendor Maintenance window will open, where you can enter a vendor name and any other information.

9. Moving from the Vendor ID field opens the Enter Drop-Ship Customer window.



   In the Enter Drop-Ship Customer window, enter or select the customer ID and ship-to address ID where the vendor is shipping the items. Choose OK to return to the Purchase Order Entry window.

10. Enter or select the number of the vendor item or item you're purchasing. If a vendor item or an item hasn't been set up in your inventory, see *Adding a vendor item* on page 82, *Adding an item to inventory* on page 83, or *Using non-inventoried items* on page 84 for more information.

    - The item number will be displayed if Extras >> Options >> Display Vendor Item is unmarked. If Display Vendor Item is marked, the vendor item will be displayed.

    - To indicate that an item must be a specific manufacturer's item, choose the Manufacturer's Item Number expansion button to open the Purchasing Manufacturer's Item Number Entry window. See *Specifying the manufacturer's item numbers to print on a purchase order* on page 77 for more information.

11. Enter the item quantity.

12. If you've entered a non-inventoried item, enter the unit cost. If you've entered an inventoried item, you can modify the default unit cost.

13. Enter a site ID, or accept the default site.

    Sites are required for line items. You must enter a site ID before continuing to the next line.

14. Continue to enter all the line items for the purchase order.

15. Enter a tax schedule ID or accept the default entry. This tax schedule ID will be used to calculate tax on the amount of the document. See *Default tax schedules for purchase orders* on page 102 for more information about default tax schedule IDs for purchase orders.

16. Enter the trade discount, freight, miscellaneous, and tax amounts for this purchase order. The trade discount is automatically calculated if you've assigned a trade discount percentage to the vendor that you're purchasing the items from.

    Taxes will be calculated automatically as you enter items. For more information about tax calculations, see *Tax calculations in Purchase Order Processing* on page 101. To change the tax amounts for the document, see *Calculating and distributing summary taxes for purchase orders* on page 103. To change the tax amounts for a line item, see *Calculating and distributing detail taxes for purchase order items* on page 106.

17. Enter a comment ID (optional). For more information about comments, see *Adding comments to purchasing documents* on page 85.

18. Choose File >> Print to open the Purchase Order Print Options window, where you can print the purchase order (optional).

    You can select to print purchase orders in the functional or originating currency using the currency list button.

19. Choose Save to save the purchase order.

Entering a blanket purchase order

Use the Purchase Order Entry window to enter blanket purchase orders. A blanket purchase order lists a single item and its quantities that will be delivered in a series of shipments, usually on specific dates. The line items you enter for a blanket purchase order must be the same item number. The item will be shipped to your business to be received into your inventory.

Blanket purchase orders allow you to make long-term agreements with vendors to purchase the same item—usually to receive a volume discount or to be sure of obtaining items that are hard to get. The agreement you make with the vendor can be based on the total cost of the item or on the total quantity of the item. You'll use the Purchasing Blanket Detail Entry window to enter line items for the blanket purchase order.

The first line item entered for a blanket purchase order is called the control blanket line item and has the line number 0. This is the line item that the blanket line items are based on. For example, you might enter a quantity of 5,000 for the control blanket line item and then enter five blanket line items with a quantity of 1,000 each. The control blanket line item isn't included in tax amounts, in the purchase order's subtotal, or printed on purchase orders. If you delete the control blanket line item, all blanket line items are deleted. A control blanket line item can't be deleted if a blanket line item have been received against. Unlike blanket line items, the control blanket line item can't be received or invoiced against.

You can use the Copy button in the Purchase Order Entry window to create a new purchase order record from an existing purchase order. See *Copying a purchase order* on page 54 for more information.

Use the Extras >> View >> Currency menu option or the currency list button to view amounts in the Purchase Order Entry window in the originating or functional currency.

To enter a blanket purchase order:

1. Open the Purchase Order Entry window.
   (Transactions >> Purchasing >> Purchase Order Entry)

2. Select Blanket as the document type.

3. Enter a purchase order number or accept the default entry.

4. Enter or select a buyer ID.

5. Accept the default date or enter a date that will be used to update your purchasing records.

   In multicurrency transactions, the exchange rate used is based on the the document date, the currency ID, and associated rate type that's entered for the transaction.

6. Choose the Date expansion button to open the Purchasing Date Entry window, where you can enter a contract expiration date for the blanket purchase order. Choose OK to return to the Purchase Order Entry window.

7. Enter or select the vendor that you're purchasing items from.

   To enter a temporary vendor—a vendor with whom you have a short-term relationship and want to keep minimal information—place the insertion point in the Vendor ID field and choose Extras >> Options >> Temporary Vendor. The Vendor Maintenance window will open, where you can enter a vendor name and any other information.

8. Enter or select a currency ID, or change the default currency ID.

   If the currency ID is not the company's functional currency, a rate type and associated exchange rate table is assigned to the transaction.

9. Mark the Allow Sales Document Commitments option to allow blanket purchase order line items to be committed to matching sales order line items.

The Link Purchase Order icon will be displayed in the Quantity Ordered field for blanket line items with sales commitments. Select the blanket line item and choose the button next to the Quantity Ordered heading to view, add, or delete commitments in the Sales Commitments for Purchase Order window. You can't add commitments to the control blanket line item. For more information, see *Committing purchase orders to sales documents* on page 56.

10. Enter or select the number of the vendor item or item you're purchasing that will be the control blanket line item. If a vendor item or an item hasn't been set up in your inventory, see *Adding a vendor item* on page 82, *Adding an item to inventory* on page 83, or *Using non-inventoried items* on page 84 for more information.

    - The item number will be displayed if Extras >> Options >> Display Vendor Item is unmarked. If Display Vendor Item is marked, the vendor item will be displayed.

    - To indicate that an item must be a specific manufacturer's item, choose the Manufacturer's Item Number expansion button to open the Purchasing Manufacturer's Item Number Entry window. See *Specifying the manufacturer's item numbers to print on a purchase order* on page 77 for more information.

11. Enter the maximum quantity of the item to order.

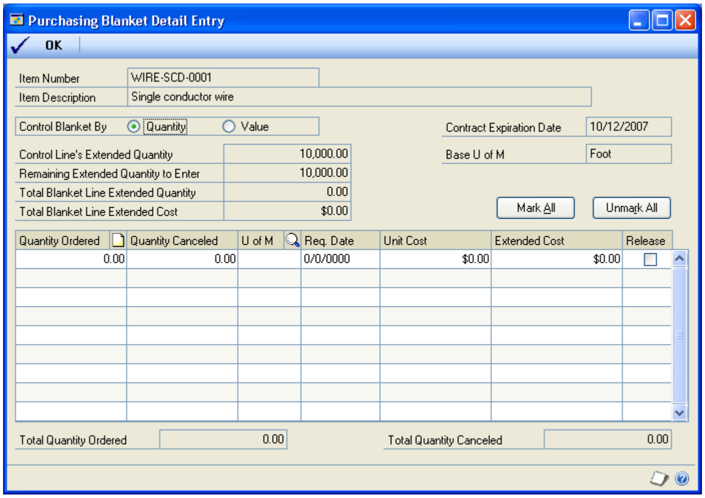
12. If you've entered a non-inventoried item, enter the unit cost. If you've entered an inventoried item, you can edit the default unit cost.

13. Enter a site ID, or accept the default.

Sites are required for line items. You must enter a site ID before continuing to the next line.

14. If the agreement you made with the vendor is based on the total cost of the item, modify the extended cost to match the agreed cost.

15. Choose Blanket to open the Purchasing Blanket Detail Entry window to enter line items for the blanket purchase order and to select which line items will be released to the vendor when the blanket purchase order is printed.



Item Number	WIRE-SCD-0001
Item Description	Single conductor wire
Control Blanket By	● Quantity ○ Value
Contract Expiration Date	10/12/2007
Base U of M	Foot
Control Line's Extended Quantity	10,000.00
Remaining Extended Quantity to Enter	10,000.00
Total Blanket Line Extended Quantity	0.00
Total Blanket Line Extended Cost	$0.00

Quantity Ordered	Quantity Canceled	U of M	Req. Date	Unit Cost	Extended Cost	Release
0.00	0.00		0/0/0000	$0.00	$0.00	☐

Total Quantity Ordered	0.00	Total Quantity Canceled	0.00

16. If the agreement you made with the vendor is based on the total quantity, mark Quantity to control the blanket by. If the agreement you made with the vendor is based on the total cost of the item, mark Value to control the blanket by.

17. Enter line items using different required dates and quantities, as necessary. You also can mark each line item to be released to the vendor when the purchase order is printed.

    When you've finished entering line items, choose OK to return to the Purchase Order Entry window.

18. Enter a tax schedule ID or accept the default entry. This tax schedule ID will be used to calculate tax on the amount of the document. See *Default tax schedules for purchase orders* on page 102 for more information about default tax schedule IDs for purchase orders.

19. Enter the trade discount, freight, miscellaneous, and tax amounts. The trade discount is automatically calculated if you've assigned a trade discount percentage to the vendor that you're purchasing the items from.

Taxes will be calculated automatically as you enter items. The control blanket line item isn’t included when calculating taxes. For more information about tax calculations, see Chapter 9, “Taxes for Purchase Orders.” To change the tax amounts for the document, see *Calculating and distributing summary taxes for purchase orders* on page 103. To change the tax amounts for a line item, see *Calculating and distributing detail taxes for purchase order items* on page 106.

20. Enter a comment ID (optional). For more information about comments, see *Adding comments to purchasing documents* on page 85.

21. Choose File >> Print to open the Purchase Order Print Options window, where you can print the purchase order or a blanket purchase order delivery schedule (optional).

    You can select to print purchase orders or blanket purchase order delivery schedules in the functional or originating currency using the currency list button. To print a purchase order or blanket purchase order delivery schedule in your reporting currency, you must use the Purchase Order Inquiry Zoom window. For more information about reporting currency, see the Multicurrency Management documentation.

22. Choose Save to save the purchase order.

Entering a drop-ship blanket purchase order

Use the Purchase Order Entry window to enter a drop-ship blanket purchase order to purchase items on behalf of a customer. A drop-ship blanket purchase order lists a single item and the quantities that will be delivered to the customer in a series of shipments, usually on specific dates. The items on the drop-ship blanket purchase order are shipped directly to the customer without ever being physically received in your inventory. The vendor will send an invoice to your business and you, in turn, will send an invoice to the customer.

Blanket purchase orders allow you to make long-term agreements with vendors to purchase the same item—usually to receive a volume discount or to be sure of obtaining hard to get items. The agreement you make with the vendor can be based on the total cost of the item or for the total quantity of the item.

The quantity on hand isn’t updated in Inventory Control, but the current cost for the drop-shipped item and the item vendor information will be updated when the invoice is posted. If the item uses the Average Perpetual valuation method, the current cost for the drop-shipped item won’t be updated.

The first line item entered for a drop-ship blanket purchase order is called the control blanket line item and it has the line number of 0. This is the line item that the blanket line items are based on. For example, you might enter a quantity of 5,000 for the control blanket line item and then enter five blanket line items with a quantity of 1,000 each. The control blanket line item isn’t included in tax amounts, in the purchase order’s subtotal, or printed on purchase orders. If you delete the control blanket line item, all blanket line items are deleted. A control blanket line item can’t be deleted if a blanket line item have been received against. Unlike blanket line items, the control blanket line item can’t be received or invoiced against.

You can use the Copy button in the Purchase Order Entry window to create a new purchase order record from an existing purchase order. See *Copying a purchase order* on page 54 for more information.

To enter a drop-ship blanket purchase order:

1. Open the Purchase Order Entry window.
   (Transactions >> Purchasing >> Purchase Order Entry)

2. Select Drop-Ship Blanket as the document type.

3. Enter a purchase order number or accept the default entry.

4. Enter or select a buyer ID.

5. Accept the default date or enter a date that will be used to update your purchasing records.

   In multicurrency transactions, the exchange rate used is based on the the document date, the currency ID, and associated rate type that’s entered for the transaction.

6. Choose the Date expansion button to open the Purchasing Date Entry window, where you can enter a contract expiration date for the drop-ship blanket purchase order. Choose OK to return to the Purchase Order Entry window.

7. Enter or select the vendor that you're ordering the item from.

   To enter a temporary vendor—a vendor with whom you have a short-term relationship and want to keep minimal information—place the insertion point in the Vendor ID field and choose Extras >> Options >> Temporary Vendor. The Vendor Maintenance window will open, where you can enter a vendor name and any other information.

8. Moving from the Vendor ID field opens the Enter Drop-Ship Customer window.

   In the Enter Drop-Ship Customer window, enter or select the customer ID and ship-to address ID where the vendor is shipping the items to. Choose OK to return to the Purchase Order Entry window.

9. Mark Allow Sales Document Commitments to allow purchase order line items to be committed to matching sales order line items.

   The Link Purchase Order icon will be displayed in the Quantity Ordered field for blanket line items with sales commitments. Select the blanket line item and choose the button next to the Quantity Ordered heading to view, add, or delete commitments in the Sales Commitments for Purchase Order window. You can't add a sales commitment to the control blanket line item. For more information, see *Committing purchase orders to sales documents* on page 56.

10. Enter or select the number of the vendor item or item you're purchasing that will be the control blanket line item. If a vendor item or an item that hasn't been set up in your inventory, see *Adding a vendor item* on page 82, *Adding an item to inventory* on page 83, or *Using non-inventoried items* on page 84 for more information.

    - The item number will be displayed if Extras >> Options >> Display Vendor Item is unmarked. If Display Vendor Item is marked, the vendor item will be displayed.

    - To indicate that an item must be a specific manufacturer's item, choose the Manufacturer's Item Number expansion button to open the Purchasing Manufacturer's Item Number Entry window. See *Specifying the manufacturer's item numbers to print on a purchase order* on page 77 for more information.

11. Enter the maximum quantity of the item to order.

12. If you’ve entered a non-inventoried item, enter the unit cost. If you’ve entered an inventoried item, you can modify the default unit cost.

13. Enter a site ID, or accept the default site.

    Sites are required for line items. You must enter a site ID before continuing to the next line.

14. If the agreement you made with the vendor is based on the total cost of the item, modify the extended cost to match the agreed cost.

15. Choose Blanket to open the Purchasing Blanket Detail Entry window to enter line items for the drop-ship blanket purchase order and to select which line items will be released to the vendor when the drop-ship blanket purchase order is printed.

16. If the agreement you made with the vendor is based on the total quantity, mark Quantity to control the blanket by. If the agreement you made with the vendor is based on the total cost of the item, mark Value to control the blanket by.

17. Enter line items using different required dates and quantities, as necessary. You also can mark each line item to be released to the vendor when the purchase order is printed.

    When you’ve finished entering line items, choose OK to return to the Purchase Order Entry window.

18. Enter a tax schedule ID or accept the default entry. This tax schedule ID will be used to calculate tax on the amount of the document. See *Default tax schedules for purchase orders* on page 102 for more information about default tax schedule IDs for purchase orders.

19. Enter the trade discount, freight, miscellaneous, and tax amounts for this purchase order. The trade discount is automatically calculated if you’ve assigned a trade discount percentage to the vendor that you’re purchasing the items from.

Taxes will be calculated automatically as you enter items. The control blanket line item isn’t included when calculating taxes. For more information about tax calculations, see *Tax calculations in Purchase Order Processing* on page 101. To change the tax amounts for the document, see *Calculating and distributing summary taxes for purchase orders* on page 103. To change the tax amounts for a line item, see *Calculating and distributing detail taxes for purchase order items* on page 106.

20. Enter a comment ID (optional). For more information about comments, see *Adding comments to purchasing documents* on page 85.

21. Choose File >> Print to open the Purchase Order Print Options window, where you can print the purchase order or a blanket purchase order delivery schedule (optional).

    You can select to print purchase orders or blanket purchase order delivery schedules in the functional or originating currency using the currency list button. To print a purchase order or blanket purchase order delivery schedule in your reporting currency, you must use the Purchase Order Inquiry Zoom window. For more information about reporting currency, see the Multicurrency Management documentation.

22. Choose Save to save the purchase order.

Copying a purchase order

Use the Copy a Purchase Order window to create a new purchase order from an existing purchase order. You can copy a blanket purchase order or drop-ship blanket purchase order to another purchase order of the same type.

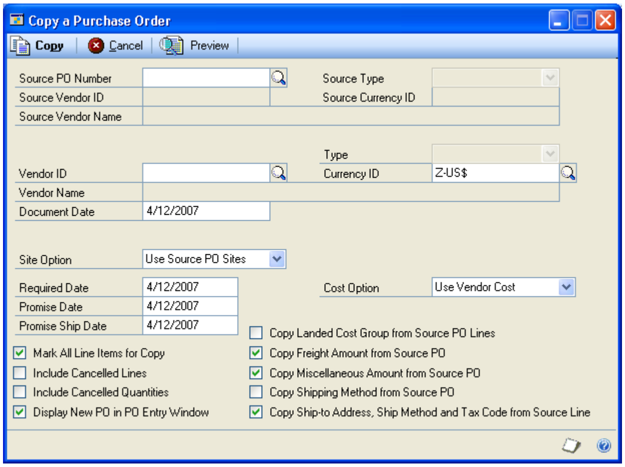
If the new and existing orders have different currencies and neither is the functional currency, amounts will be converted from the currency of the existing order to the functional currency and then to the currency for the new order.

To copy a purchase order:

1. Open the Purchase Order Entry window.
   (Transactions >> Purchasing >> Purchase Order Entry)

2. Choose Copy, and then select Create and Copy New PO to open the Copy a Purchase Order window.

3. Enter or select a purchase order to copy.


Copy a Purchase Order
Copy
Cancel
Preview
Source PO Number
Source Type
Source Vendor ID
Source Currency ID
Source Vendor Name
Type
Vendor ID
Vendor Name

Currency ID Z-US$
Document Date 4/12/2007
Site Option Use Source PO Sites
Required Date 4/12/2007
Promise Date 4/12/2007
Promise Ship Date 4/12/2007
Cost Option Use Vendor Cost

☐ Copy Landed Cost Group from Source PO Lines
☑ Mark All Line Items for Copy
☑ Copy Freight Amount from Source PO
☐ Include Cancelled Lines
☑ Copy Miscellaneous Amount from Source PO
☐ Include Cancelled Quantities
☐ Copy Shipping Method from Source PO
☑ Display New PO in PO Entry Window
☑ Copy Ship-to Address, Ship Method and Tax Code from Source Line

4. You can change the vendor, currency, and document date for the new order.

5. For drop-ship purchase orders, enter or select a customer ID and a ship-to address ID.

6. Select a site option. If you select Use Site, enter or select a site.

7. Enter the required, promise, and promise ship dates.

8. Select a cost option.

9. Mark the desired copy options.

10. You can choose Preview to open the Preview Line Items window, where you can mark and modify line items before you copy them. See *Previewing line items* on page 81 for more information.

11. Choose Copy.

Committing purchase orders to sales documents

Use the Sales Commitments for Purchase Order window to fill sales orders by committing purchase order line items to Sales Order Processing line items. You can link Sales Order Processing orders or back orders to existing New, Released, or Change Order purchase orders. For more information about linking sales documents to purchase orders, see the Sales Order Processing documentation.

The purchase order must allow sales document commitments, and sales and purchasing line items must meet the following requirements:

- The purchase order line item that has an uncommitted quantity isn't the control blanket line item for a blanket purchase order or a drop-ship blanket purchase order.
- The uncommitted quantity on the purchase order is equal to or more than the quantity required by the sales document.
- The item numbers match.
- The site ID on the purchase order matches the site ID in the Sales Order Processing Setup Options window, if you selected the option Use a Single Site for All POs.
- The site ID on the purchase order matches the site ID on the sales line, if you did not select to use a single site for purchase orders in the Sales Order Processing Setup Options window.
- For non-inventoried line items, the item number and U of M match.
- For drop-ship line items, the customer ID, shipping method, and ship-to address match.

If a purchase order line item is committed to more than one sales order line item, you can use the Sales Commitments for Purchase Order window to specify the sequence in which the sales line items will be received. You must commit the full quantity of the sales line item to the purchase order line item. Linking a purchase order line item to a sales document will not change purchase order information.

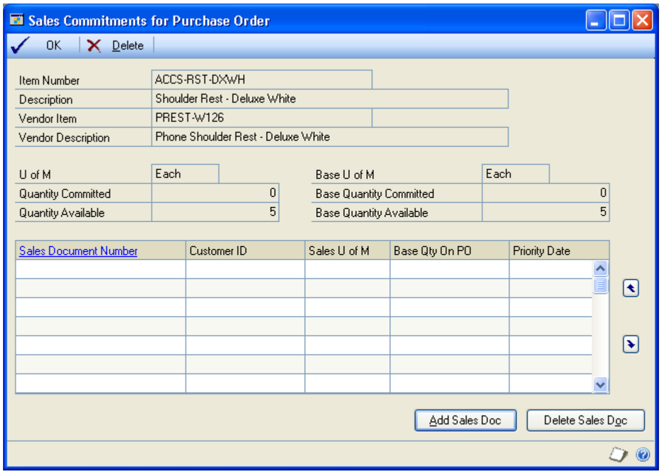
To commit purchase orders to sales documents:

1. Open the Purchase Order Entry window.
   (Transactions >> Purchasing >> Purchase Order Entry)

2. Enter or select a purchase order. Be sure the Allow Sales Document Commitments option is marked.

3. Select a purchase order line item with an uncommitted quantity. Choose the Link Purchase Order button on the Quantity Ordered field to open the Sales Commitments for Purchase Order window.

   The item number, description, available quantity, and other information for the item will be displayed. If you selected a line item with existing commitments, sales item information will be displayed in the scrolling window.

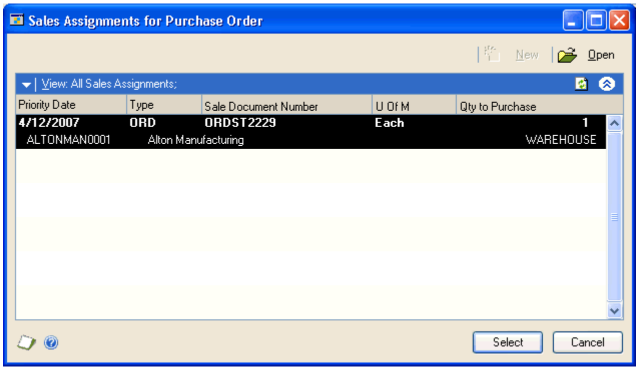


Item Number: ACCS-RST-DXWH
Description: Shoulder Rest - Deluxe White
Vendor Item: PREST-W126
Vendor Description: Phone Shoulder Rest - Deluxe White

U of M: Each
Quantity Committed: 0
Quantity Available: 5
Base U of M: Each
Base Quantity Committed: 0
Base Quantity Available: 5

Sales Document Number	Customer ID	Sales U of M	Base Qty On PO	Priority Date

4. In the Sales Commitments for Purchase Order window, choose the Add Sales Doc button to open the Sales Assignments for Purchase Order window, where you can select sales line items.


Sales Assignments for Purchase Order
New
Open
View: All Sales Assignments;
Select
Cancel

Priority Date	Type	Sale Document Number	U Of M	Qty to Purchase
4/12/2007	ORD	ORDST2229	Each	1
ALTONMAN0001	Alton Manufacturing			WAREHOUSE

5. In the Sales Assignments for Purchase Order window, select a sales line item and choose the Select button to create a link between the purchase order and the line item. The window will close, and information for the sales line item you chose will appear in the Sales Commitments for Purchase Order window.

A sales line item can be linked to only one purchase order line item, but a purchase order line item can have multiple sales commitments. A drop-ship purchase order or a drop-ship blanket purchase order can be committed only to drop-ship sales order line items.

6. If a line item has more than one Sales Order Processing commitment, you can use the arrow buttons in the Sales Commitments for Purchase Order window to specify the order in which committed quantities will be received.

To view document information for a Sales Order Processing line item, click on the Sales Document Number link.

7. Choose the OK button to save the commitments and return to the Purchase Order Entry window.

Print options for purchase orders

In the Purchase Order Print Options window and the Print Purchasing Documents window, you can select the type of information you want to print on purchase orders. The print options that are available depend on the document you are printing.

Print Canceled Items All line items that exist on each purchase order will be printed, including line items with a Canceled status, if they were released to the vendor. Line items that changed from New to Canceled (and were never released) will not be printed. Items with a partially canceled quantity are always printed, regardless of whether you mark this option. If you don't print canceled items, line items that have a Canceled status won't be printed on the purchase order and the quantity ordered will be reduced by the canceled quantity.

For example, assume that you've entered a purchase order that has two line items in the Purchase Order Entry window.

Item	Quantity Ordered	Quantity Canceled	Unit Cost	Extended Cost	Status
Item 1	10	1	$1.00	$10.00	Released
Item 2	5	5	$1.00	$5.00	Canceled

The Subtotal amount is $15.00. The Remaining PO Subtotal amount is $9.00.

If you marked the Print Canceled Items option, the following information would be printed on the purchase order:

Item	Quantity Ordered	Unit Price	Extended Price
Item 1	9	$1.00	$9.00

Include In Totals Amounts from canceled items will be included in the purchase order total. If you print both canceled line items and their amounts, the quantity ordered for the purchase order is taken from the Quantity Ordered field in the Purchase Order Entry window.

Using the information from the previous example, the following information would be printed on the purchase order if you marked the Print Canceled Items and the Include In Totals options:

Item	Quantity Ordered	Unit Price	Extended Price
Item 1	10	$1.00	$10.00
Item 2	5	$1.00	$5.00

The Subtotal amount is $15.00.

If you print canceled line items but not their amounts, the quantity ordered is reduced by the canceled quantity. The following information would be printed:

Item	Quantity Ordered	Unit Price	Extended Price
Item 1	9	$1.00	$9.00
Item 2	0	$1.00	$0.00

The Subtotal amount is $9.00.

Include POs On Hold Mark this option to print purchase orders that are on hold. Printing a purchase order that is on hold will not change its status.

Print Reference Number and FOB The reference number and Free on Board designation are printed in addition to the vendor item number. (The vendor item number is printed on the purchase order regardless of whether you selected to print the reference number.) The reference number is the item number as it was entered in the Item Maintenance window.

Combine Similar Items Similar items are combined into a single line item when printing a purchase order.

Line items on blanket purchase orders and drop-ship blanket purchase orders will not be combined when this option is marked.

Similar inventoried items can be combined when the item number, unit of measure, originating unit cost, required date, shipping method, and address information are the same. Similar non-inventoried items can be combined if the item number, vendor item number, unit of measure, originating unit cost, required date, shipping method, and address information are the same. The address information includes name, contact, address, city, state, ZIP code or postal code, and country/region.

For example, assume that two different departments submitted requests for a fax machine. Each request was entered as a separate line item on one standard purchase order.

Line	Item Number	Vendor Item	U of M	Site	Quantity	Unit Cost	Extended Cost	Requested by
1	FAX001	FAX	Each	North	1	$450.75	$450.75	Support
2	PHONE001	TELEPHONE	Each	North	1	$ 75.87	$ 75.87	Support
3	FAX001	FAX	Each	North	1	$450.75	$450.75	Admin
4	DESK001	COMPUTER DESK	Each	South	1	$750.99	$750.99	Admin

If you choose to combine similar items on a purchase order and the shipping method and address information are the same for both line items, the following line items would be printed on the purchase order as.

Line	Item Number	Vendor Item	U of M	Site	Quantity	Unit Cost	Extended Cost
1	FAX001	FAX	Each	North	2	$450.75	$901.50
2	PHONE001	TELEPHONE	Each	North	1	$ 75.87	$ 75.87
4	DESK001	COMPUTER DESK	Each	South	1	$750.99	$750.99

When printing a standard or drop-ship purchase order and similar items are combined into a single line item, the purchase order will display the first line number for the combined line items. In the above example, line 1 and line 3 are combined and line 1 will display the combined items.

Reprint Previously Printed POs Reprint purchase orders that you’ve already printed. When you print a purchase order with a Change Order status, the status of the purchase order changes to Released. This option is available only in the Print Purchasing Documents window.

Print One Purchase Order per Address Line items that have the same address and shipping method can be included on the same purchase order. For example, assume that you've marked the Print One Purchase Order per Address option and have entered the following line item information for PO001, a standard purchase order.

Item	Shipping method	Address
Item A	NEXT DAY	1234 Allen Street East Chicago, IL
Item B	PICKUP	123 West Boardwalk New York, NY
Item C	NEXT DAY	12345 Market Drive Chicago, IL
Item D	PICKUP	123 West Boardwalk New York, NY

When you print PO001, three separate purchase orders will be printed.

- A purchase order PO001 for Item A.
- A purchase order PO001 for Item B and D.
- A purchase order PO001 for Item C.

However, if the Print One Purchase Order per Address option isn't marked, only one purchase order for PO0001 will be printed. The address and shipping method for each purchase order item will be printed on the purchase order.

Include Tax Details The tax details that were used to calculate the tax will be printed directly beneath the item on the document. Each tax detail must have the Print on Documents option in the Tax Detail Maintenance window marked before the tax detail can be printed on documents. Mark Print Dual Currencies to print summary tax information in both the originating and functional currencies on purchase orders that include tax details. Mark Line Item and Summary if you want to include details for line items as well as summary tax information. Mark Summary Taxes Only if you want to include only the summary of tax detail information for each printed document. Summary taxes are printed at the bottom of the document.

Printing an individual purchase order

Use the Purchase Order Print Options window to print an individual purchase order when you've finished entering it and are satisfied there are no mistakes on it. See *Printing multiple purchase orders* on page 64 for information about printing several purchase orders at once.

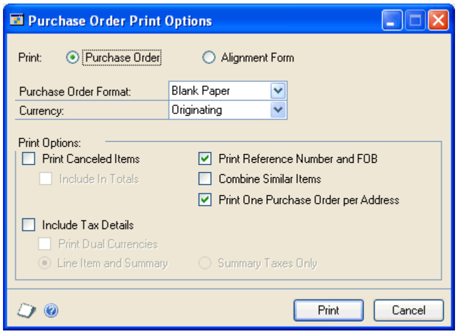
You also can print a historical purchase order, which is a closed or canceled purchase order that has been moved to history. To print an historical purchase order, you must use the Purchase Order Inquiry Zoom window to open the Purchase Order Print Options window. See *Viewing purchasing documents* on page 218 for more information.

To print an individual purchase order:

1. Open the Purchase Order Entry window.
   (Transactions >> Purchasing >> Purchase Order Entry)

2. Enter or select a purchase order.

3. Choose File >> Print to open the Purchase Order Print Options window.



Purchase Order Print Options

Print: ● Purchase Order ○ Alignment Form

Purchase Order Format: Blank Paper
Currency: Originating

Print Options:
☐ Print Canceled Items
☐ Include In Totals
☐ Include Tax Details
☐ Print Dual Currencies
● Line Item and Summary
○ Summary Taxes Only
☑ Print Reference Number and FOB
☐ Combine Similar Items
☑ Print One Purchase Order per Address

If you're using preprinted purchase order forms, we recommend that you print an alignment form. Xs will be printed in the place of the actual purchase order information. Verify that the purchase order forms are aligned correctly.

4. Select to print a purchase order.

5. Select a format for the purchase order.

6. From the currency list button, select whether to print in the functional or originating currency.

To print a purchase order in the reporting currency, you must use the Purchase Order Inquiry Zoom window. For more information, see Viewing purchasing documents on page 218.

7. Select the print options when printing the purchase order. For example, you can print canceled items and the totals from the canceled items on the purchase orders.

8. Select whether to include tax details on the document.

9. Choose Print to print the purchase order.

   The status of New purchase orders will be changed to Released when at least one line item on the purchase order changes from New to Released. A Change Order purchase order also changes to Released when printing it results in at least one Released purchase order line item and no remaining Change Order purchase order line items.

   If you are printing blanket and drop-ship blanket purchase orders, the status of New line items will be changed to Released, if line items have been marked to release in the Purchasing Blanket Detail Entry window. For more information, see *Entering line items with multiple release dates* on page 73. For more information about statuses, see *Status overview* on page 113.

   The control blanket line item isn't printed on the blanket purchase order or the blanket drop-ship purchase order.

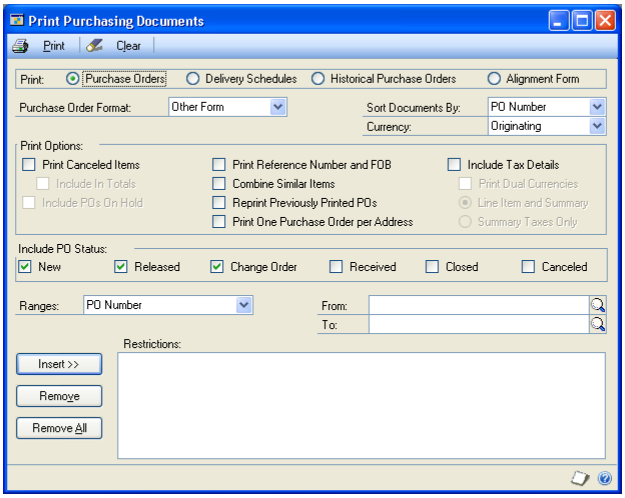
Printing multiple purchase orders

Use the Print Purchasing Documents window to print a range of purchase orders when you've finished entering them and are satisfied there are no mistakes on them. See *Printing an individual purchase order* on page 63 for information about printing individual purchase orders.

You also can print a range of historical purchase orders. A historical purchase order is a closed or canceled purchase order that has been moved to history.

To print multiple purchase orders:

1. Open the Print Purchasing Documents window.
   (Transactions >> Purchasing >> Print Purchasing Documents)



Print Purchasing Documents

Print: ● Purchase Orders ○ Delivery Schedules ○ Historical Purchase Orders ○ Alignment Form

Purchase Order Format: Other Form

Sort Documents By: PO Number

Currency: Originating

Print Options:

☐ Print Canceled Items
☐ Include In Totals
☐ Include POs On Hold
☐ Print Reference Number and FOB
☐ Combine Similar Items
☐ Reprint Previously Printed POs
☐ Print One Purchase Order per Address
☐ Include Tax Details
☐ Print Dual Currencies
● Line Item and Summary
○ Summary Taxes Only

Include PO Status:

☑ New ☑ Released ☑ Change Order ☐ Received ☐ Closed ☐ Canceled

Ranges: PO Number

From:

To:

Restrictions:

If you're using preprinted purchase order forms, we recommend that you print an alignment form. X's will be printed in the place of the actual purchase order information. Verify that the purchase order forms are aligned correctly.

2. Select to print purchase orders or historical purchase orders.

3. Select a format for purchase orders.

4. Select whether to sort purchase orders by purchase order number or by vendor ID.

5. From the currency list button, select whether to print the purchase orders in functional, originating, or reporting currency.

6. Select the print options when printing purchase orders. For example, you can print canceled items and the totals from the canceled items on the purchase orders.

7. Select which purchase order statuses you want to include.

The status of New purchase orders will be changed to Released when at least one purchase order line item changes from New to Released. A Change Order purchase order also changes to Released when printing it results in at least one Released purchase order line and no remaining Change Order purchase order line items.

If you are printing blanket and drop-ship blanket purchase orders, the status of New line items will be changed to Released, if line items have been marked to release in the Purchasing Blanket Detail Entry window.

8. Select a range type and enter starting and ending values for the range.

9. Choose Insert to move the range restriction you've defined into the Restrictions list.

   You can define additional range restrictions, but you can define only one range restriction per range type. For example, you can specify a range of purchase orders and a range of item numbers, but you can't specify two purchase order ranges.

10. Choose Print to print the purchase orders.

    The control blanket line item isn't printed on a blanket purchase order or a blanket drop-ship purchase order.

Printing an individual blanket purchase order delivery schedule

Use the Purchase Order Print Options window to print an individual estimated delivery schedule after you've finished entering a blanket purchase order or a drop-ship blanket purchase order. See *Printing multiple blanket purchase order delivery schedules* on page 68 for information about printing several delivery schedules at once.

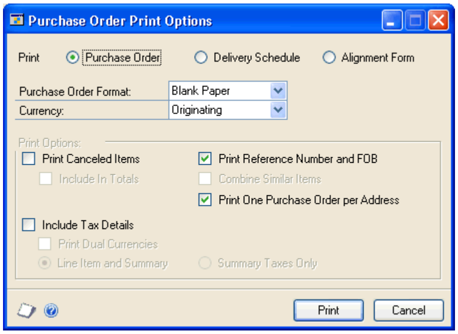
Printing the delivery schedule won't release the items to the vendor. To release items to the vendor, print a purchase order.

To print an individual blanket purchase order delivery schedule:

1. Open the Purchase Order Entry window.
   (Transactions >> Purchasing >> Purchase Order Entry)

2. Enter or select a blanket purchase order or drop-ship blanket purchase order.

3. Choose File >> Print to open the Purchase Order Print Options window.



Print ● Purchase Order ○ Delivery Schedule ○ Alignment Form

Purchase Order Format: Blank Paper

Currency: Originating

Print Options:

☐ Print Canceled Items
☐ Include In Totals
☑ Print Reference Number and FOB
☐ Combine Similar Items
☑ Print One Purchase Order per Address
☐ Include Tax Details
☐ Print Dual Currencies
● Line Item and Summary ○ Summary Taxes Only

4. Select to print a delivery schedule.

5. From the currency list button, select whether to print in the functional or originating currency.

To print a blanket purchase order delivery schedule in the reporting currency, you must use the Purchase Order Inquiry Zoom window. For more information, see Viewing purchasing documents on page 218.

6. Choose Print to print the delivery schedule.

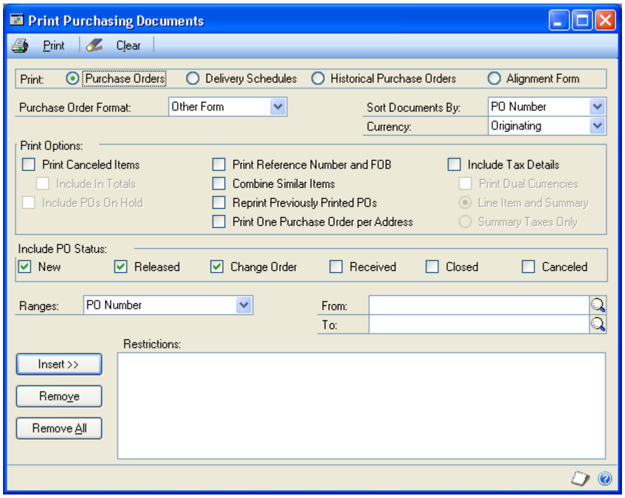
Printing multiple blanket purchase order delivery schedules

Use the Print Purchasing Documents window to print a range of estimated delivery schedules for blanket and drop-ship blanket purchase orders. See *Printing an individual blanket purchase order delivery schedule* on page 66 for information about printing individual delivery schedule.

Printing the delivery schedule won't release the items to the vendor. To release items to the vendor, print a purchase order.

To print multiple blanket purchase order delivery schedules:

1. Open the Print Purchasing Documents window. (Transactions >> Purchasing >> Print Purchasing Documents)



Print Purchasing Documents

Print: ● Purchase Orders ○ Delivery Schedules ○ Historical Purchase Orders ○ Alignment Form

Purchase Order Format: Other Form

Sort Documents By: PO Number

Currency: Originating

Print Options:
☐ Print Canceled Items
☐ Include In Totals
☐ Include POs On Hold
☐ Print Reference Number and FOB
☐ Combine Similar Items
☐ Reprint Previously Printed POs
☐ Print One Purchase Order per Address
☐ Include Tax Details
☐ Print Dual Currencies
● Line Item and Summary
○ Summary Taxes Only

Include PO Status:
☑ New ☑ Released ☑ Change Order ☐ Received ☐ Closed ☐ Canceled

Ranges: PO Number

From:

To:

Restrictions:

2. Select to print delivery schedules.

3. From the currency list button, select whether to print the delivery schedules in functional, originating, or reporting currency.

4. Select whether or not to include purchase orders that are on hold.

5. Select a range type and enter starting and ending values for the range.

6. Choose Insert to move the range restriction you’ve defined into the Restrictions list.

   You can define additional range restrictions, but you can define only one range restriction per range type. For example, you can specify a range of purchase orders and a range of item numbers, but you can’t specify two purchase order ranges.

7. Choose Print to print the delivery schedules.

Chapter 7: Purchase Order Detail Entry

The Purchase Order Entry window is designed to resemble a physical purchase order document and includes vendor, line item, and total information. Use the expansion buttons in the Purchase Order Entry window to open windows where you can enter detailed information about a document, vendor, line item, or other elements of a purchase order.

This information is divided into the following sections:

- *Entering vendor information*
- *Entering line items with multiple release dates*
- *Entering line item detail information*
- *Specifying the manufacturer's item numbers to print on a purchase order*
- *Entering and releasing blanket line items*
- *Copying purchase order line items*
- *Previewing line items*
- *Adding a vendor item*
- *Adding an item to inventory*
- *Using non-inventoried items*
- *Adding comments to purchasing documents*

Entering vendor information

Use the Purchasing Vendor Detail Entry window to display or enter additional information about a vendor for a purchase order. You can change information such as the name, address, and shipping method. If you select a vendor ID in the Purchase Order Entry window before opening this window, that vendor will be displayed.

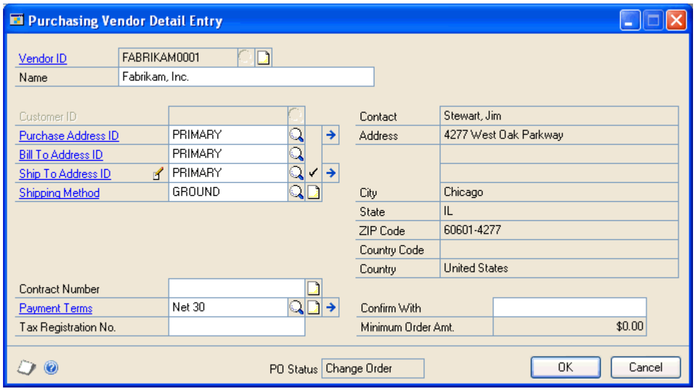
Any changes you make in the Purchasing Vendor Detail Entry window will be applied to the purchase order you're working with, but won't affect the vendor's permanent record.

To enter vendor information:

1. Open the Purchase Order Entry window.
   (Transactions >> Purchasing >> Purchase Order Entry)

2. Enter or select a purchase order.

3. Choose the Vendor ID expansion button to open the Purchasing Vendor Detail Entry window.



Purchasing Vendor Detail Entry

Vendor ID	FABRIKAM0001
Name	Fabrikam, Inc.
Customer ID	
Purchase Address ID	PRIMARY
Bill To Address ID	PRIMARY
Ship To Address ID	PRIMARY
Shipping Method	GROUND
Contact	Stewart, Jim
Address	4277 West Oak Parkway
City	Chicago
State	IL
ZIP Code	60601-4277
Country Code	
Country	United States
Contract Number	
Payment Terms	Net 30
Tax Registration No.	
Confirm With	
Minimum Order Amt.	$0.00
PO Status	Change Order

Currency amounts in this window appear in the functional or originating currency, depending on the view selected in the Purchase Order Entry window.

4. Enter the information or highlight the fields to change, such as vendor name, customer ID (if you're entering a drop-ship purchase order or drop-ship blanket purchase order), the address IDs, contract number, payment terms, or shipping method. You also can enter the name or initials of the person who should approve the order, and a tax registration number if applicable.

   If you change the purchase address ID, ship-to address ID, or shipping method, the line items assigned to the purchase order aren't updated automatically. You should review address and shipping information for each item.

5. To make changes to the purchase address information or ship-to address information for the document, choose the expansion button next to the Purchase Address ID field or the Ship To Address ID field to open the Purchasing Ship To Address Entry window.

6. Choose OK to close the window and continue entering the purchase order.

Entering line items with multiple release dates

Use the Release By Date field in the Purchasing Item Detail Entry window to specify the date you'd like to order an item. You can enter release by dates to create a purchase order with multiple line items that will be released to the vendor at different times.

The release by date is calculated automatically if the Calculate Line Item's Release By Date Based on Vendor Lead Time option in the Purchase Order Processing Setup window is marked. The release by date is calculated by subtracting the number of planning lead time days from the required date entered for the line item. If the Calculate Line Item's Release By Date based on Vendor Lead Time option isn't marked, the release by date isn't calculated automatically.

You can monitor the release by dates of purchase order lines by printing a PO Line Items to Release report.

You also can set up a business alert to notify you when a purchase order line's release by date equals the user date, if you are using business alerts.

If a purchase order is generated from Material Requirements Planning (in the Manufacturing Series), the release by date will be calculated and filled based on the required date and the item/vendor's planning lead time.

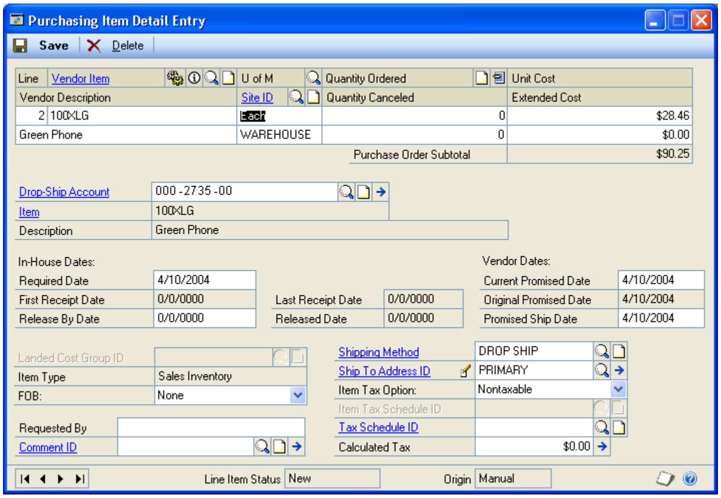
Entering line item detail information

Use the Purchasing Item Detail Entry window to view or enter additional information for a vendor item, item, or non-inventoried item. You can enter more specific information, such as the required and promised shipping dates, and a comment ID. You also can use the Release By Date field to specify the date you'd like to order an item. For more information about release dates, see *Entering line items with multiple release dates* on page 73. If you select an item in the Purchase Order Entry window before opening this window, that item will be displayed.

To enter line item detail information:

1. Open the Purchase Order Entry window.
   (Transactions >> Purchasing >> Purchase Order Entry)

2. Enter or select a purchase order number, select a line item, and choose the Vendor Item or Item expansion button to open the Purchasing Item Detail Entry window.



Line	Vendor Item	U of M	Quantity Ordered	Unit Cost
Vendor Description		Site ID	Quantity Canceled	Extended Cost
2	100XLG	Each	0	$28.46
Green Phone		WAREHOUSE	0	$0.00
			Purchase Order Subtotal	$90.25

Drop-Ship Account: 000 -2735 -00
Item: 100XLG
Description: Green Phone

In-House Dates:
Required Date: 4/10/2004
First Receipt Date: 0/0/0000
Release By Date: 0/0/0000
Last Receipt Date: 0/0/0000
Released Date: 0/0/0000

Vendor Dates:
Current Promised Date: 4/10/2004
Original Promised Date: 4/10/2004
Promised Ship Date: 4/10/2004

Landed Cost Group ID:
Item Type: Sales Inventory
FOB: None
Requested By:
Comment ID:
Shipping Method: DROP SHIP
Ship To Address ID: PRIMARY
Item Tax Option: Nontaxable
Item Tax Schedule ID:
Tax Schedule ID:
Calculated Tax: $0.00

Line Item Status: New
Origin: Manual

Currency amounts in this window appear in the functional or originating currency, depending on the view selected in the Purchase Order Entry window.

3. Enter the item using either the vendor's item number or your company's item number. You also can enter a vendor item or an item that hasn't been set up in your inventory.

   You can display the vendor's item number by marking Extras >> Options >> Display Vendor Item. If the option is not marked, your company's item number will be displayed. You can change this at any time.

   If you are entering line items for a blanket purchase order or a drop-ship blanket purchase order, all line items must have the same item number. The first item entered for a blanket purchase order or a drop-ship blanket purchase order is the control blanket line item and it has the line number of 0.

To specify that an item must be a specific manufacturer's item, choose the Manufacturer's Item Number expansion button to open the Purchasing Manufacturer's Item Number Entry window. See *Specifying the manufacturer's item numbers to print on a purchase order* on page 77 for more information.

4. Enter or modify the quantity ordered. If you are entering the quantity ordered for a control blanket line item for a blanket or drop-ship blanket purchase order, enter the maximum quantity amount to order.

   The Link Purchase Order icon will be displayed in the Quantity Ordered field for line items with sales commitments. Choose the Link Purchase Order button next to the Quantity Ordered heading to view, add, or delete commitments in the Sales Commitments for Purchase Order window. The control blanket line item for a blanket purchase order or a drop-ship blanket purchase order can't be added to a commitment. For more information, see *Committing purchase orders to sales documents* on page 56.

5. If you've entered a non-inventoried item, enter the unit cost. If you've entered an inventoried item, you can edit the default unit cost.

6. Enter a site ID, or accept the default.

7. If the agreement you made with the vendor is based on the total cost of the item for a blanket purchase order or a drop-ship blanket purchase order, modify the extended cost to match the agreed cost.

8. Enter or select a default posting account that will be used when receipts are posted (optional).

9. Enter or change in-house dates—required date, release by date—if necessary.

10. Enter or change vendor dates—current promised date, promised ship date—if necessary.

    Date information is used for reports, such as the Expected Shipments Report and the Purchase Order Analysis Report, and also in the Purchase Order Processing Item Inquiry window.

11. Enter a landed cost group ID, or accept the default if you're using landed cost. The landed cost IDs that are part of the group will be assigned automatically when the shipment is received.

12. Select an FOB (Free on Board) designation of None, Origin, or Destination, or accept the default.

13. Enter the name of the person who requested the item and a comment ID (optional). For more information about comments, see *Adding comments to purchasing documents* on page 85.

14. Enter a shipping method and ship-to address or accept the default entries.

    You can't modify a ship-to address for an item assigned to a standard purchase order or blanket purchase order that has a Delivery shipping method type.

    You can't modify the ship-to address or shipping method if a drop-ship sales order line item is linked to a drop-ship purchase order or drop-ship blanket purchase order.

15. Select the tax status of the line item that's displayed. You can define the item as taxable or non-taxable, or base the tax on the tax schedule assigned to the vendor.

    This field isn't available if the Single Schedule tax option is marked in the Purchase Order Processing Setup Options window.

16. Enter the ID for the tax schedules that will be used to calculate tax on the item that's displayed.

17. Enter the tax amount. Taxes will be calculated automatically as you enter items. Taxes aren't calculated for the control blanket line item of a blanket purchase order or a drop-ship blanket purchase order. For more information about tax calculations, see *Tax calculations in Purchase Order Processing* on page 101. If you want to change the tax distribution that's calculated automatically for the item, see *Calculating and distributing detail taxes for purchase order items* on page 106.

18. Choose Save to save the item.

19. Close the window when you are finished entering item information.

Specifying the manufacturer's item numbers to print on a purchase order

Use the Purchasing Manufacturer's Item Number Entry window to specify that a sales inventory item or a discontinued item must be a specific manufacturer's item and to have the manufacturer's item number printed on the purchase order. You can include up to five manufacturer item numbers to be printed on the purchase order for an item. You also can modify manufacturer item number information.

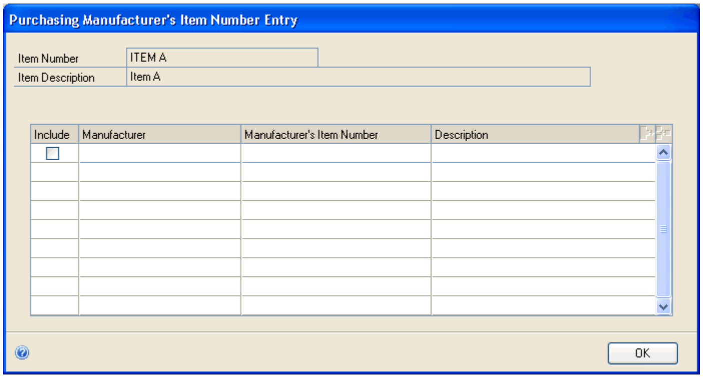
If you entered manufacturer item number information for an item using the Manufacturer's Item Number Maintenance window, that information will appear as default values in the Purchasing Manufacturer's Item Number Entry window.

You also can open the Purchasing Manufacturer's Item Number Entry window from the Purchasing Item Detail Entry window.

To specify the manufacturer's item numbers to print on a purchase order:

1. Open the Purchase Order Entry window.
   (Transactions >> Purchasing >> Purchase Order Entry)

2. Enter or select a purchase order number, select a line item, and choose the Manufacturer's Item Number expansion button to open the Purchasing Manufacturer's Item Number Entry window.



Purchasing Manufacturer's Item Number Entry

Item Number: ITEM A
Item Description: Item A

Include	Manufacturer	Manufacturer's Item Number	Description
☐			

3. Enter or modify the name of the manufacturer, manufacturer’s item number, and description of the item.

4. Mark Include to have the manufacturer’s item number printed on the purchase order.

5. Choose OK to save your changes.

Entering and releasing blanket line items

Use the Purchasing Blanket Detail Entry window to enter all of the blanket line items at once, or to enter additional blanket lines later when you know more about the quantities, required date, and costs of the item. You also can select which blanket line items should be released when the purchase order is printed.

You must enter the control blanket line item for a blanket purchase order or a drop-ship blanket purchase order in the Purchase Order Entry window before you can enter or modify blanket line items in the Purchasing Blanket Detail Entry window.

To enter and release blanket line items:

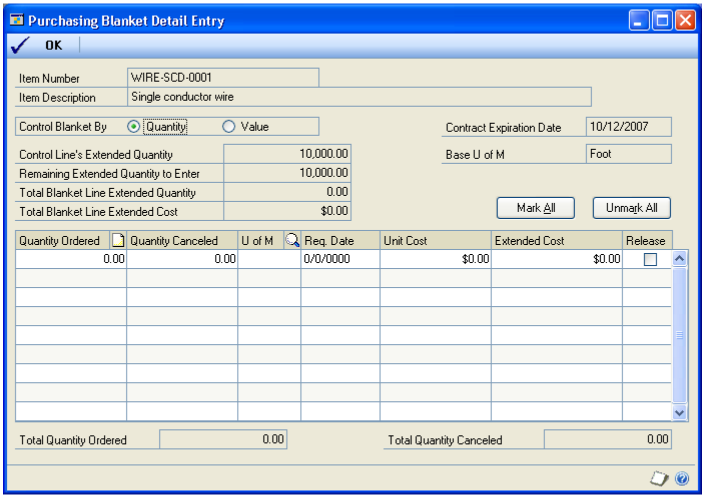
1. Open the Purchase Order Entry window.
   (Transactions >> Purchasing >> Purchase Order Entry)

2. Enter or select a blanket purchase order or a drop-ship blanket purchase order.

3. For a new blanket purchase order or a drop-ship purchase order, enter the control blanket line item.

   If the agreement you made with the vendor is based on the total cost of the item, modify the extended cost to match the agreed cost.

4. Choose Blanket to open the Purchasing Blanket Detail Entry window.



Item Number	WIRE-SCD-0001
Item Description	Single conductor wire
Control Blanket By	● Quantity ○ Value
Contract Expiration Date	10/12/2007
Base U of M	Foot
Control Line's Extended Quantity	10,000.00
Remaining Extended Quantity to Enter	10,000.00
Total Blanket Line Extended Quantity	0.00
Total Blanket Line Extended Cost	$0.00

Quantity Ordered	Quantity Canceled	U of M	Req. Date	Unit Cost	Extended Cost	Release
0.00	0.00		0/0/0000	$0.00	$0.00	☐

Total Quantity Ordered	0.00
Total Quantity Canceled	0.00

Currency amounts in this window appear in the functional or originating currency, depending on the view selected in the Purchase Order Entry window.

5. Enter the information or highlight the fields to change.

   - You can change the Control Blanket By option until one of the blanket line items has a status other than New or Canceled. If you change the Control Blanket By option to Value, be sure that the extended cost amount for the control blanket line item in the Purchase Order Entry window is correct.

   - You can enter additional blanket line items for the purchase order and modify the quantities, required dates, and costs for the existing blanket line items.

   - You can select which line items will be released to the vendor when the purchase order is printed.

6. When you've finished entering blanket line items, choose OK to return to the Purchase Order Entry window.

Copying purchase order line items

Use the Copy a Purchase Order window to copy line items from one purchase order to another. Copied line items are assigned line numbers based on the number of existing line items in the new purchase order. You cannot copy line items to or from an existing blanket purchase order.

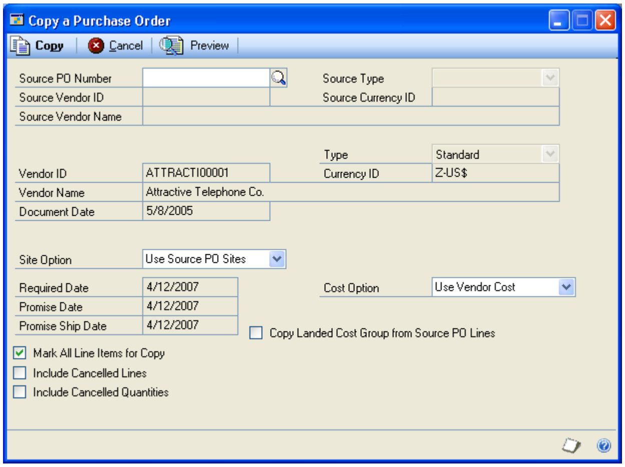
If the new and existing orders have different currencies and neither is the functional currency, amounts will be converted from the currency of the existing order to the functional currency and then to the currency for the new order.

To copy purchase order line items:

1. Open the Purchase Order Entry window.
   (Transactions >> Purchasing >> Purchase Order Entry)

2. Enter or select a purchase order to add line items to. To create a new purchase order, select a type, then enter a new purchase order number and vendor ID.

3. Choose Copy then select Copy PO Lines to Current PO to open the Copy a Purchase Order window.



Type: Standard
Vendor ID: ATTRACTI00001
Currency ID: Z-US$
Vendor Name: Attractive Telephone Co.
Document Date: 5/8/2005
Site Option: Use Source PO Sites
Required Date: 4/12/2007
Cost Option: Use Vendor Cost
Promise Date: 4/12/2007
Promise Ship Date: 4/12/2007
☐ Copy Landed Cost Group from Source PO Lines
☑ Mark All Line Items for Copy
☐ Include Cancelled Lines
☐ Include Cancelled Quantities

You also can press ALT + P to copy purchase order line items.

4. Enter or select an existing purchase order to copy from.

5. Select a site option. If you select Use Site, enter or select a site.

6. Select a cost option.

7. Mark the desired copy options.

   You can choose Preview to open the Preview Line Items window, where you can mark and modify line items before you copy them. See *Previewing line items* on page 81 for more information.

8. Choose Copy.

Previewing line items

Use the Preview Line Items window to mark and modify purchase order line items before you copy them. You also can view warnings and correct error messages. You can't mark a line item that contains an error (red symbol) until you correct the error. You can mark a line item that contains a warning (yellow symbol).

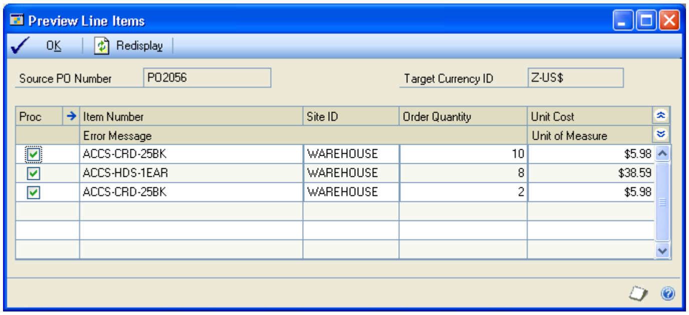
To preview line items:

1. Open the Copy a Purchase Order window.
   (Transactions >> Purchasing >> Purchase Order Entry >> Copy >> Create And Copy New PO)
   (Transactions >> Purchasing >> Purchase Order Entry >> select a purchase order >> Copy >> Copy PO Lines to Current PO)

2. Enter an order number.

3. Mark the desired copy options.

4. Choose Preview.



Source PO Number: PO2056

Target Currency ID: Z-US$

Proc	Item Number	Site ID	Order Quantity	Unit Cost
	Error Message			Unit of Measure
☑	ACCS-CRD-25BK	WAREHOUSE	10	$5.98
☑	ACCS-HDS-1EAR	WAREHOUSE	8	$38.59
☑	ACCS-CRD-25BK	WAREHOUSE	2	$5.98

5. If you selected the Mark All Line Items for Copy option, all line items will be marked. You can unmark any line item that shouldn’t be copied.

6. If a line item contains an error, select the line item and click the expansion button to view the error. Then you can correct the error and mark the line item.

7. You can change the order quantity of any line item. You can change the unit cost of any purchase order line item.

8. Choose OK to save your changes and close the Preview Line Items window.

Adding a vendor item

You can add vendor items as you enter purchase orders. If you mark Extras >> Options >> Add Item, you’ll get a message each time you enter a vendor item number that doesn’t exist in your records. (To enter vendor items, Extras >> Options >> Display Vendor Item also must be marked.) You’ll have the option to add the vendor item to inventory, or enter a non-inventoried item.

To add a vendor item:

1. Be sure Add Item and Display Vendor Item are marked in the Extras menu. (Choose Extras >> Options >> Add Item and Extras >> Options >> Display Vendor Item.)

2. When entering line items for a purchase order, enter a new vendor item number. You'll get a message asking whether you want to assign an item number to the vendor item.

3. Choose Yes; the Item Vendors Maintenance window will open. The vendor ID and vendor item will be default entries in this window.

4. Enter or select an item. If you select an item, the item description appears as the description for the vendor item.

   If you enter a new item, you'll get a message asking whether you want to add the item. Choose to add the item; the Item Maintenance window will open and you can enter item information. Be sure that you assign a price list and a site.

5. Enter the default purchasing U of M.

6. Choose Save and close the Item Maintenance window. Continue entering the purchase order.

Adding an item to inventory

You can add inventoried items as you enter transactions. If you mark Extras >> Options >> Add Item, you'll get a message each time you enter an item number that doesn't exist in your records. You'll have the option to add the item to inventory, or enter a non-inventoried item. To add inventoried items, Extras >> Options >> Display Vendor Item must be unmarked.

To add an item to inventory:

1. Be sure that Add Item is marked and Display Vendor Item is not marked in the Extras menu. (Choose Extras >> Options >> Add Item and Extras >> Options >> Display Vendor Item.)

2. When entering line items for a purchase order, enter an item that hasn't been set up in your inventory. You'll get a message asking whether you want to add the item.

3. Choose Yes; the Item Maintenance window will open. Use this window to enter item information.

   When entering information for a new item, be sure that you assign a price list, vendor item and a site, using the appropriate buttons in the Item Maintenance window. Choose Save and close the Item Maintenance window.

4. If you add the item and do not assign a vendor item, another message appears asking if you want to assign a vendor item to the item. Choose Yes; the Item Vendors Maintenance window will open.

   The item and vendor ID entered for the purchase order are displayed in the Item Vendors Maintenance window. The item description entered in the Item Maintenance window is a default entry for the vendor item description. You can either accept the item description as the vendor item description or enter a new vendor item description.

5. Choose Save and close the Item Vendors Maintenance window. Continue entering the purchase order.

Using non-inventoried items

If you mark Extras >> Options >> Add Item, each time you enter a new vendor item or item you'll have the option of adding the item or vendor item to your inventory records. If you choose not to add the item to inventory, it will be recorded as a non-inventoried item.

If you don't mark Extras >> Options >> Add Item, no message appears when you enter a new item, and all new items you enter will be recorded as non-inventoried items.

To use non-inventoried items:

1. When entering line items for a purchase order, enter a vendor item or item that hasn't been set up in your inventory.

2. If Extras >> Options >> Add Item is marked, a message appears. Choose not to assign an item to the vendor item or add the item to your inventory.

   If Extras >> Options >> Add Item isn't marked, all new items you enter will be recorded as non-inventoried items.

3. Enter the unit cost of the non-inventoried item, the item description, and the site ID.

   Transaction information for non-inventoried items is maintained in Purchase Order Processing history, but doesn't affect Inventory records.

   When you enter a non-inventoried item, the default vendor item number and vendor description are the same as the item number and description. You can change this information.

Adding comments to purchasing documents

You can add comments to purchase orders or to individual line items on a purchase order or receipt. Comments can be predefined on a company-wide basis, and used on Sales Order Processing, Invoicing or Purchase Order Processing documents. You can enter the ID of a predefined comment in the Purchase Order Entry or Purchasing Item Detail Entry windows.

You can enter up to 200 characters, which will appear on the purchase order or receipt as four lines of 50 characters each. If you want longer comments to appear, use Report Writer to modify the document layout.

You can create new comments while you are entering transactions. You also can create custom comments for a particular document or line item, or modify existing comments. One-time comments or modified comments won't be available for other documents or line items.

To create a new comment:

1. In the Purchase Order Entry window, the Purchasing Item Detail Entry window or the Recevings Item Detail Entry window, enter a new value in the Comment ID field, then press TAB.

2. A message will ask if you want to add this comment ID. Choose Add to display the Comment Setup window.

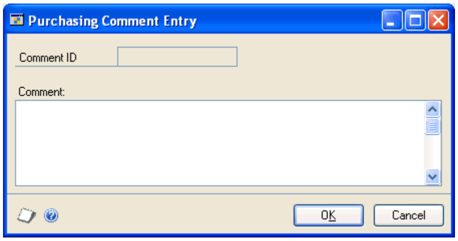
3. Select a series this comment will be associated with.

4. Enter the comment text.

5. Choose Save, then close the Comment Setup window.

To create a one-time comment:

1. In the Purchase Order Entry window, the Purchasing Item Detail Entry window or the Receivings Item Detail Entry window, choose the Comment ID expansion button to open the Purchasing Comment Entry window.


Purchasing Comment Entry
Comment ID
Comment:
OK
Cancel

   If the Comment ID field contained a value, you'll be able to modify the existing comment. If the Comment ID field was blank, you'll be able to create a new, one-time comment.

2. Enter the comment text.

3. Choose OK.

Chapter 8: Purchase Order Generator

If you are using the purchase order generator, you can automatically generate purchase orders to replenish inventory based on a reorder point you specify.

Use the purchase order generator to analyze inventory levels and suggest purchase order line items based on default settings and reorder levels. You can modify the suggested purchase order line items before generating them into purchase orders in Purchase Order Processing.

This information is divided into the following sections:

- *Purchase order generator overview*
- *How the replenishment level is used for suggested purchase orders*
- *How the vendor is selected for suggested purchase orders*
- *How the cost is selected for suggested purchase orders*
- *How quantities are calculated for suggested purchase orders*
- *Generating suggested purchase orders*
- *Suggested purchase order errors and warnings*
- *Generating purchase orders in Purchase Order Processing*
- *Modifying suggested purchase order detail*
- *Viewing sources of demand*

Purchase order generator overview

If you're using the purchase order generator, you need to choose an order policy of Order Point in the Item Resource Planning Maintenance window so suggested purchase orders will be created. To generate suggested purchase orders, you must define default reorder information in the Purchase Order Processing Setup Options window. You can modify the item options for each item at a specific site using the Purchase Order Generator Item Maintenance window or modify item options for a group of items using the Purchase Order Item Mass Update window. These options are as follows:

Order method This option indicates whether you are ordering to an Order to Independent Site—so that suggested purchase orders can be generated for each item-site combination—or to an Order to Master Site—so that suggested purchase order quantities from subordinate sites will be added to the requirements of the master site. The master site will receive and then disperse the purchased items to the sites that required them.

Replenishment level This allows you to specify which inventory level to order to. For more information about replenishment level, see *How the replenishment level is used for suggested purchase orders* on page 88.

Vendor selection An option that specifies how you want to select which vendor will be used for suggested purchase orders. For more information about vendor selection, see *How the vendor is selected for suggested purchase orders* on page 89.

Cost selection An option that specifies where the default cost for the suggested purchase order should come from. For more information about cost selection, see *How the cost is selected for suggested purchase orders* on page 89.

How the replenishment level is used for suggested purchase orders

The specified replenishment level for the item controls the calculations of the order quantity. Refer to *How quantities are calculated for suggested purchase orders* on page 90 for information about how replenishment levels affect required quantity.

If you selected Order Point Quantity as the replenishment level, the available inventory will be brought up to the order point defined in the Item Resource Planning Maintenance window.

If you selected Order-Up-To Level as the replenishment level, the available inventory will be brought up to the order-up-to level defined in the Item Resource Planning Maintenance window. The Order Point Quantity will be used if the Order-Up-To Level is zero or less than the Order Point Quantity.

If you selected Vendor EOQ as the replenishment level, the vendor economic quantity is used when it is greater than the required quantity. Otherwise, the required quantity is used. You won’t be able to select this option if the order method is Order To Master Site.

How the vendor is selected for suggested purchase orders

The vendor selection you selected in the Purchase Order Generator Item Maintenance window allows you to indicate which vendor will be used for suggested purchase order line items. The vendor selection is dependent on the order method you selected. If the order method is Order To Master Site, the master site's vendor selection will be used to determine the vendor. If the order method is Order To Independent Site, the default vendor can be selected from one of the following options: Site Primary Vendor, Vendor with Lowest Cost, or Vendor with Shortest Lead Time.

If you selected Site Primary Vendor as the vendor selection, the primary vendor specified in the Item Quantities Maintenance window for the item-site combination is used.

If you selected Vendor with Lowest Cost as the vendor selection, the vendor with the lowest cost will be selected based on the functional equivalent of the Last Originating Invoice Cost field in the Item Vendors Maintenance window. If the last originating invoice cost couldn't be converted to its functional equivalent, the vendor won't be selected. If a vendor's cost is zero, that vendor won't be selected.

If you selected Vendor with Shortest Lead Time as the vendor selection, the vendor with the shortest planning lead time will be selected based on the Planning Lead Time field in the Item Vendors Maintenance window. If a vendor's lead time is zero, that vendor won't be selected.

How the cost is selected for suggested purchase orders

The cost selection you selected in the Purchase Order Generator Item Maintenance window allows you to indicate where the default cost for the suggested purchase order should come from. The cost selection is dependent on the order method you selected. If the order method is Order To Master Site, the master site's cost selection will be used to determine the cost. If the order method is Order To Independent Site, the default cost can be selected from one of the following options: Vendor Last Originating Invoice Cost, Item Current Cost, Item Standard Cost, or Specified Cost (In Functional Currency).

If you selected Vendor Last Originating Invoice Cost as the cost selection, the last originating invoice cost from the Item Vendors Maintenance window for the selected vendor will be used.

If you selected Item Current Cost as the cost selection, the current cost from the Item Maintenance window will be used.

If you selected Item Standard Cost as the cost selection, the standard cost from the Item Maintenance window will be used.

If you selected Specified Cost (In Functional Currency) as the cost selection, the cost specified in the Purchase Order Generator Item Maintenance window will be used regardless of the vendor.

How quantities are calculated for suggested purchase orders

The suggested quantity for an item on a purchase order is based on the quantity available for the item at a site and on which demands are to be included in the calculation indicated by how you set up items using the Purchase Order Generator Item Maintenance window. In addition, if you are using Order Point as the order policy of an item, the suggested quantity can be calculated as a multiple of the number entered as the order multiple in the Item Vendors Maintenance window. For example, assume that you need 50 widgets and the order multiple for widgets is 8. The suggested order quantity for the purchase order would be 56.

Available quantity

The available quantity is the amount of the item that is on hand now—or that is already on order less the demand for the item at that site. The quantity is calculated using the following formula.

(Quantity On Hand + Quantity On Order + Quantity On Order from purchase order lines with New status) - (Quantity Allocated + Quantity Requisitioned + Quantity Back Ordered + Quantity required by subordinate sites)

The quantity allocated, quantity requisitioned, and quantity back ordered will be included in the available quantity calculation only if you mark those options in the Purchase Order Generator Item Maintenance window. If you are using eRequisition, the quantity requisitioned doesn’t include requisitions from eRequisition.

Refer to the table for information about when the quantities are included in the calculation.

Quantity:	Is included:
Quantity On Hand from Item Quantity Maintenance window	Always
Quantity On Order from Item Quantity Maintenance window	Always
Quantity On Order from "New" purchase order lines, less any cancelled quantities	Always
Quantity Allocated from Item Quantity Maintenance window	If Allocated is marked in the Purchase Order Generator Item Maintenance window
Quantity Requisitioned from the Item Quantity Maintenance window	If Requisitioned is marked in the Purchase Order Generator Item Maintenance window
Quantity Back Ordered from the Item Quantity Maintenance window	If Back Orders is marked in the Purchase Order Generator Item Maintenance window
Required quantities for subordinate sites	If the site is a master site

Required quantity

If you're using master sites with the purchase order generator, quantities for subordinate sites are reflected in quantities for the master site.

Basically, the required quantity of an item for each subordinate site is the difference between what's needed and what's available. Calculating the required quantity depends on the replenishment level selected for the item-site combination.

Refer to the table for information about how required quantities are calculated for each type of replenishment level.

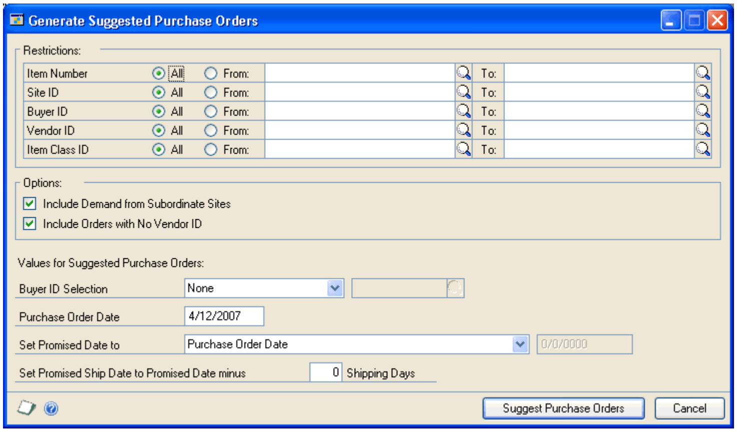
Replenishment level	Availability	Required quantity calculation
Order Point	Available for either order method	Order Point Quantity (from Item Resource Planning Maintenance window) - Available Quantity = Required Quantity
Order-Up-To Level		Order-Up-To Level (from Item Resource Planning Maintenance window) - Available Quantity = Required Quantity, *unless* the Order-Up-To Level is zero or less than the Order Point Quantity. If that's the case, then the calculation is Order Point Quantity (from Item Resource Planning Maintenance window) - Available Quantity = Required Quantity
Vendor EOQ	Only available for Order To Independent Site order method	First, calculate the requirement for the item: Order Point Quantity (from Item Resource Planning Maintenance window) - Available Quantity = Required Quantity. Then compare that quantity to the economic order quantity (EOQ) for the vendor. The suggested order quantity will be the greater of the two values.

Generating suggested purchase orders

Use the Generate Suggested Purchase Orders window to generate suggested purchase order line items to replenish inventory levels.

To generate suggested purchase orders:

1. Open the Generate Suggested Purchase Orders window.
   (Transactions >> Purchasing >> Purchase Order Generator)



Restrictions:

Item Number	● All	○ From:		To:
Site ID	● All	○ From:		To:
Buyer ID	● All	○ From:		To:
Vendor ID	● All	○ From:		To:
Item Class ID	● All	○ From:		To:

Options:

☑ Include Demand from Subordinate Sites
☑ Include Orders with No Vendor ID

Values for Suggested Purchase Orders:

Buyer ID Selection: None
Purchase Order Date: 4/12/2007
Set Promised Date to: Purchase Order Date 0/0/0000
Set Promised Ship Date to Promised Date minus 0 Shipping Days

2. Select all item numbers or enter a range of item numbers for which you want to generate suggested purchase order line items.

3. Select all sites or enter a range of sites for which you want to generate suggested purchase orders.

4. Select all buyers or enter a range of buyers for which you want to generate suggested purchase orders. Suggested purchase orders will be generated for item/site combinations that are associated with the buyer IDs in the range. If you want to specify the buyer ID that should be on the suggested purchase order, use the Buyer ID Selection field.

5. Select all vendors or enter a range of vendors for which you want to generate suggested purchase orders.

6. Select all item classes or enter a range of item classes for which you want to generate suggested purchase orders.

7. Unmark the Include Orders with No Vendor ID if you don’t want to generate suggested orders for which a vendor couldn’t be identified.

8. Unmark the Include Demand from Subordinate Sites if you don’t want to include demand at subordinate sites when determing order quantity. Keep this option marked if you are using master sites and you want to include demand from subordinate sites.

9. Select whether or not you want to assign a buyer ID to suggested purchase orders. If you select to specify a buyer ID, enter a buyer ID.

10. Enter the purchase order date to appear on purchase orders.

11. Select whether you want the promised date set to the purchase order date, the purchase order date plus the vendor planning lead time, or a specified date.

    If you choose to use a specified date, enter a date.

12. Specify the number of shipping days.

    The number of shipping days helps determine the promised ship date. For example, if the vendor promise date is 10/08/07 and you specify 3 as the number of shipping days, the promised ship date will be set to 10/05/07.

13. Choose Suggest Purchase Orders. When processing is complete, the Suggested Purchase Orders Preview window will be displayed. For more information about on using window to complete the process of creating purchase orders, see *Generating purchase orders in Purchase Order Processing* on page 95.

Suggested purchase order errors and warnings

If a problem is detected on a suggested purchase order line item, an error or warning icon will appear next to the item in the Suggested Purchase Orders Preview scrolling window and in the Suggested Purchase Order Detail window. These icons are listed in the following table.

Icon	Description
⊗	Error—A suggested purchase order that contains an error won't be created. You must correct the error before generating the purchase order for that item-site. Examples of errors include an inactive vendor or no purchasing unit of measure.
⚠	Warning— You can create a purchase order even if it contains a warning. Examples of warnings include a vendor is on hold or the unit cost is zero.

Information about the error or warning will appear at the bottom of the Suggested Purchase Order Detail window.

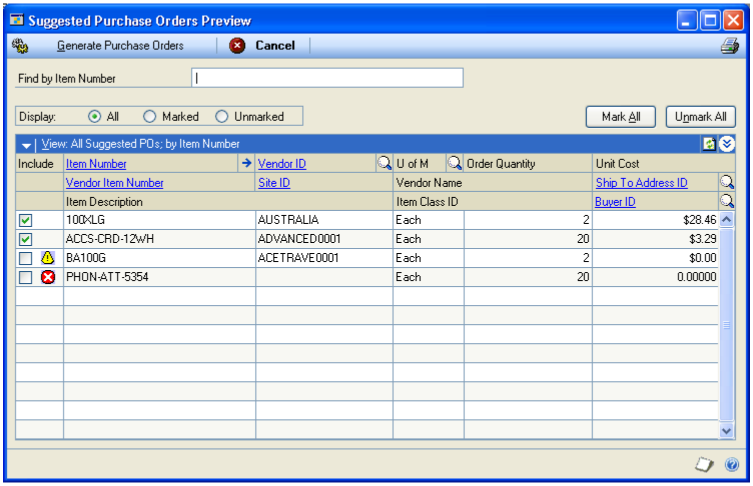
Generating purchase orders in Purchase Order Processing

Use the Suggested Purchase Orders Preview window to modify or view suggested purchase order line items and then generate them into purchase orders. Before generating purchase orders, you can print the Suggested Purchase Orders Report by choosing File >> Print.

An icon will appear next to the item in the Suggested Purchase Orders Preview scrolling window if an error or warning is detected. See *Suggested purchase order errors and warnings* on page 95 for more information.

To generate purchase orders in Purchase Order Processing:

1. Open the Suggested Purchase Orders Preview window. (Transactions >> Purchasing >> Purchase Order Generator >> Suggest Purchase Orders)



Find by Item Number

Display: ● All ○ Marked ○ Unmarked

View: All Suggested POs; by Item Number

Include	Item Number	Vendor ID	U of M	Order Quantity	Unit Cost
	Vendor Item Number	Site ID	Vendor Name		Ship To Address ID
	Item Description		Item Class ID		Buyer ID
☑	100XLG	AUSTRALIA	Each	2	$28.46
☑	ACCS-CRD-12WH	ADVANCED0001	Each	20	$3.29
☐ ⚠	BA100G	ACETRAVE0001	Each	2	$0.00
☐ ☒	PHON-ATT-5354		Each	20	0.00000

2. In the Display field, select how you want to view the suggested purchase orders

If a long list of purchase order line items is displayed, you can type in the find field, then press TAB to go to the first occurrence of that item. The label of the find field is associated with the view menu and how you select to sort the purchase order line items in the scrolling window.

3. Mark the Include option next to lines you want to create, after you have resolved any errors. If you don't want to generate a purchase order line for a particular item, unmark the Include option. If a line doesn't have any errors, the Include option will be marked.

   Choose Unmark All to unmark all lines. The Mark All option will mark only lines with no errors.

4. Make any necessary changes.
   - If you change the vendor ID, the quantities, promised dates, FOB, U of M, and the unit cost may be recalculated.
   - If you change the U of M, the quantity ordered will remain the same, but the unit cost will be recalculated.
5. To get more information about an item, select the row and choose the Item expansion button to open the Suggested Purchase Order Detail window. When you're finished viewing information and resolving errors, choose Save or Cancel to return to the Suggested Purchase Orders Preview window. For more information, see *Modifying suggested purchase order detail* on page 97.

   If you selected to view a suggested purchase order line item in the Suggested Purchase Order Detail window and returned to the Suggested Purchase Orders Preview window, the purchase order line that you viewed information for will be the first item in the scrolling window.

6. Choose Generate Purchase Orders to create the purchase orders in Purchase Order Processing. When processing is complete, a report will be generated listing the purchase orders that were created. Errors will be listed in an error log that prints after the Purchase Order Generated report.

   Unmarked items and items with errors will remain in the scrolling window.

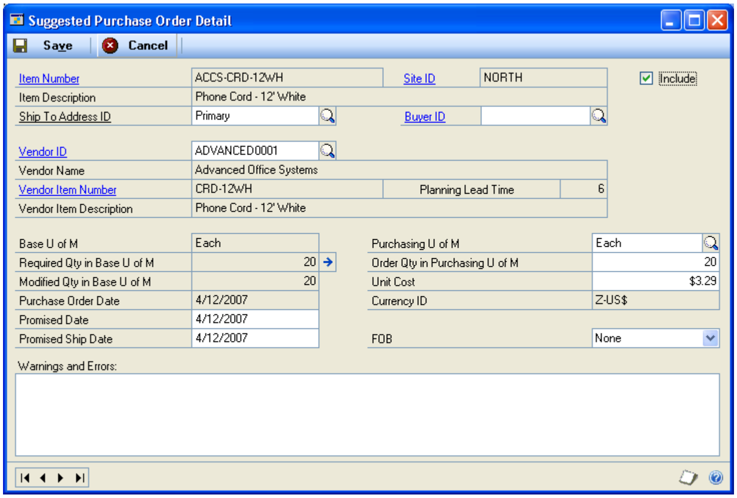
7. The purchase orders that were created have a status of New; use the Print Purchasing Documents window (Transactions >> Purchasing >> Print Purchasing Documents) to print and release the orders. See *Printing multiple purchase orders* on page 64 for information about printing purchase orders.

Modifying suggested purchase order detail

The Suggested Purchase Order Detail window provides additional information about a suggested order. You can use this window to view and resolve errors or warnings on suggested orders. See *Suggested purchase order errors and warnings* on page 95 for more information.

To modify suggested purchase order detail:

1. Open the Suggested Purchase Order Detail window. (Transactions >> Purchasing >> Purchase Order Generator >> Suggest Purchase Orders >> select an item and choose the Item Number expansion button)



Item Number	ACCS-CRD-12WH	Site ID	NORTH
Item Description	Phone Cord - 12' White	☑ Include	
Ship To Address ID	Primary	Buyer ID	
Vendor ID	ADVANCED0001		
Vendor Name	Advanced Office Systems		
Vendor Item Number	CRD-12WH	Planning Lead Time	6
Vendor Item Description	Phone Cord - 12' White		
Base U of M	Each	Purchasing U of M	Each
Required Qty in Base U of M	20	Order Qty in Purchasing U of M	20
Modified Qty in Base U of M	20	Unit Cost	$3.29
Purchase Order Date	4/12/2007	Currency ID	Z-US$
Promised Date	4/12/2007		
Promised Ship Date	4/12/2007	FOB	None

Warnings and Errors:

2. In the Suggested Purchase Order Detail window, make any necessary changes.

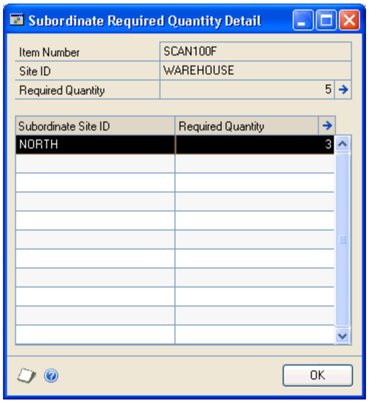
    - If you change the vendor ID, the quantities, promised dates, FOB, purchasing unit of measure, and the unit cost may be recalculated.
    - If you change the purchasing unit of measure, the quantity ordered will remain the same, but the unit cost will be recalculated.
    - If you don't want to generate a purchase order line for an item, unmark the Include option.
    - If you want to include a suggested purchase order line item that has errors, you must fix those errors before you can include the item.

3. Choose Save. If errors or warnings exist, the window will not close. Use the close box if you want to close the window without resolving all errors.

Viewing sources of demand

Use the Subordinate Required Quantity Detail window or the Required Quantity Detail window to view sources of demand for an item.

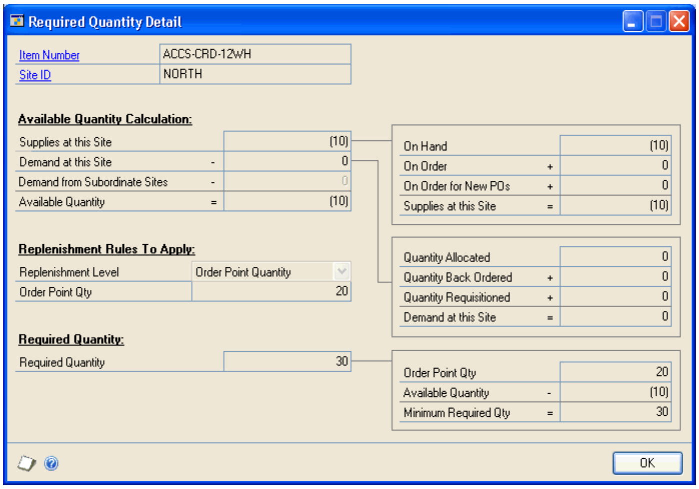
The Subordinate Required Quantity Detail window shows the sources of demand from subordinate sites if ordering by master site. In the Suggested Purchase Order Detail window, you can choose the Required Qty in Base U of M expansion button to open the Subordinate Required Quantity Detail window. The Subordinate Required Quantity Detail window will open if a master site is used for the item-site combination



Item Number	SCAN100F
Site ID	WAREHOUSE
Required Quantity	5

Subordinate Site ID	Required Quantity
NORTH	3

The Required Quantity Detail window shows the details of the required quantity calculation for a site. The quantities that are displayed in this window were saved at the time the suggested purchase order line item was generated. In the Suggested Purchase Order Detail window, you can choose the Required Qty in Base U of M expansion button to open the Required Quantity Detail window if a master site isn't used for the item-site combination. This window also can be opened by choosing the Required Quantity field expansion button for the subordinate site ID in the Subordinate Required Quantity Detail window.



Item Number: ACCS-CRD-12WH
Site ID: NORTH

Available Quantity Calculation:

Supplies at this Site		(10)
Demand at this Site	-	0
Demand from Subordinate Sites	-	0
Available Quantity	=	(10)

Replenishment Rules To Apply:

Replenishment Level	Order Point Quantity
Order Point Qty	20

Required Quantity:

Required Quantity	30

On Hand		(10)
On Order	+	0
On Order for New POs	+	0
Supplies at this Site	=	(10)

Quantity Allocated		0
Quantity Back Ordered	+	0
Quantity Requisitioned	+	0
Demand at this Site	=	0

Order Point Qty		20
Available Quantity	-	(10)
Minimum Required Qty	=	30

Chapter 9: Taxes for Purchase Orders

Purchases tax can be calculated, modified, and distributed for purchase orders. Use the Purchase Order Tax Summary Entry window to view tax distributions and to change tax distributions, if your system is set up to allow editing summary-level taxes. To change tax details or the amounts distributed to tax details for individual line items, use the Purchase Order Line Item Tax Detail Entry window.

This information is divided into the following sections:

- *Tax calculations in Purchase Order Processing*
- *Default tax schedules for purchase orders*
- *Tax schedules for purchase order items*
- *Calculating and distributing summary taxes for purchase orders*
- *Calculating and distributing detail taxes for purchase order items*

Tax calculations in Purchase Order Processing

You can use advanced tax calculations or a single tax schedule for all documents in Purchase Order Processing. If you want to use a single tax schedule for all documents, select Single Schedule and enter the tax schedule you want to use in the Purchase Order Processing Setup window. All items will be taxed using all the details on the schedule that you assign; however, taxes won't be calculated for freight and miscellaneous charges.

If you decided not to use the shipping method to determine the default tax schedule and decided to use advanced tax calculations method, the tax schedule assigned to the vendor's purchase address will be the default tax schedule.

When Advanced is selected in the Purchase Order Processing Setup window, you can specify a default tax schedule for non-inventoried items, freight, and miscellaneous charges that will appear on the document. You can select tax options for non-inventoried items, freight, and miscellaneous charges. You can make the item taxable, nontaxable, or base taxes on vendor.

When using advanced tax calculations, the tax details included in the tax schedules that are assigned to the vendor, item, site, freight, and miscellaneous charges are compared, depending on the shipping method selected on the document. Tax is calculated only for the details that match between the tax schedules that are being used.

Calculations for taxes on freight are based on comparisons between the tax schedule for the document and the freight tax schedule. Calculations for taxes on miscellaneous charges are based on comparisons between the tax schedule for the document and the miscellaneous tax schedule.

Keep in mind that each time the shipping method, payment terms, site ID, or purchase address for the document is changed, the tax schedule may be changed and taxes may be recalculated.

Default tax schedules for purchase orders

The shipping method for a purchase order is used to determine where the exchange of goods takes place. The shipping method will determine which tax schedule appears as a default schedule for the purchase order and the default schedule to compare against the item. Refer to the following table for the default tax schedule for a purchase order.

Tax calculation option	Purchase order type	Shipping method	Default tax schedule	Label name
Advanced	Drop-ship and Drop-ship Blanket	Not applicable	Blank	Tax Schedule
Advanced	Standard and Blanket	Pickup	Tax schedule assigned to the vendor’s purchase address	Purch Addr Tax Sched
Advanced	Standard and Blanket	No shipping method	Tax schedule assigned to the vendor’s purchase address	Purch Addr Tax Sched
Advanced	Standard and Blanket	Delivery	Purchases tax schedule assigned in the Company Setup window	Company Tax Sched
Single schedule	Not applicable	Not applicable	Tax schedule that is assigned as the single tax schedule in the Purchase Order Processing Setup Options window	Single Tax Schedule ID

If you decided not to use the shipping method to determine the default tax schedule and decided to use the advanced tax calculations method, the tax schedule assigned to the vendor’s purchase address will be the default tax schedule.

Tax schedules for purchase order items

To calculate tax for an item, the tax schedule for the item is compared with another tax schedule assigned to the item. Taxes aren't calculated for the control blanket line item of a blanket purchase order or a drop-ship blanket purchase order. The default tax schedule for the item is as follows.

Item	Default tax schedule
Inventoried item	Purchase tax schedule assigned to the item in the Item Maintenance window
Non-inventoried item	Tax schedule assigned to non-inventoried items in the Purchase Order Processing Setup Options window

The default tax schedule to compare against the item's tax schedule is as follows.

Tax calculation option	Document type	Inventory Control	Shipping method	Default tax schedule	Label name
Advanced	All document types	Not applicable	No shipping method	No tax schedule	Tax Schedule ID
Advanced	All document types	Not applicable	Pickup	Tax schedule assigned purchase address in the Purchasing Vendor Detail Entry window	Purch Addr Tax Sched
Advanced	Standard and Blanket	Registered	Delivery	Purchase tax schedule assigned to the site	Site Tax Schedule ID
Advanced	Standard and Blanket	Not registered	Delivery	Purchases tax schedule assigned in the Company Setup window	Company Tax Sched
Single schedule	All document types	Not applicable	Not applicable	Tax schedule that is assigned as the single tax schedule in the Purchase Order Processing Setup Options window	Single Tax Schedule ID

Calculating and distributing summary taxes for purchase orders

Use the Purchase Order Tax Summary Entry window to edit or view summarized tax amounts for a purchase order. Taxes are calculated automatically as you enter each tax detail or edit the Total Purchases amount. Summary tax edits won't change the taxes calculated for each line item in the Purchase Order Line Item Tax Detail Entry window. You won't be able to edit tax included in item price tax at the summary level. Tax edits made for each line item will change the summary tax amounts in the Purchase Order Tax Summary Entry window.

You can’t change the Tax amount in the Purchase Order Entry window or the tax information in the Purchase Order Tax Summary Entry window if your system isn’t set up to allow editing summary-level taxes. If you want to change tax information, use the Purchase Order Line Item Tax Detail Entry window. For more information about the setup option to make summary edits to taxes, see the System Setup documentation.

To calculate and distribute summary taxes for purchase orders:

1. Open the Purchase Order Entry window.
   (Transactions >> Purchasing >> Purchase Order Entry)

2. Enter document information, including the document type, purchase order number, buyer ID, and the document date.

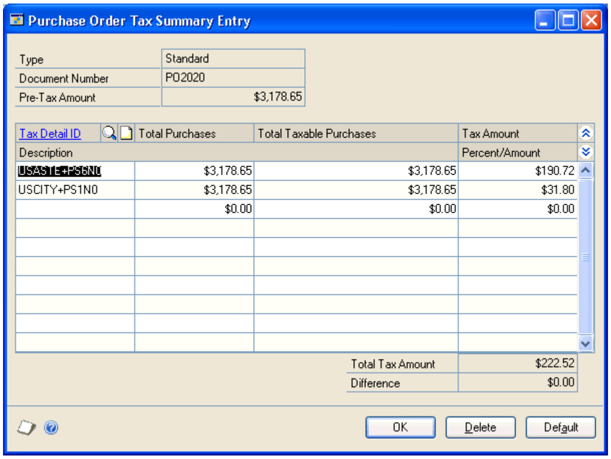
   Choose the Date expansion button to open the Purchasing Date Entry window, where you can enter a tax date and posting date that differ from the document date. The tax date you enter is the date your tax records are updated. To enter a tax date, the Enable Tax Date option the Company Setup Options window must be marked.

3. Enter or select a vendor ID. Choose the Vendor ID expansion button to view address, and shipping method information.

4. Enter line item information. To change the tax status, tax schedules, or tax amount for an item, choose the Item or Vendor Item expansion button to open the Purchasing Item Detail Entry window.

5. Enter total information. Taxes will be calculated automatically as you enter items. If you change the tax amount, you’ll need to edit the tax distribution amounts for your change.

6. Choose the Tax expansion button in the Purchase Order Entry window to open the Purchase Order Tax Summary Entry window, where you can view or edit the tax distribution amounts.



Type	Standard
Document Number	PO2020
Pre-Tax Amount	$3,178.65

Tax Detail ID	Total Purchases	Total Taxable Purchases	Tax Amount
Description			Percent/Amount
USASTE+PS6N0	$3,178.65	$3,178.65	$190.72
USCITY+PS1N0	$3,178.65	$3,178.65	$31.80
	$0.00	$0.00	$0.00

Total Tax Amount	$222.52
Difference	$0.00

Currency amounts in this window may be displayed in the functional or originating currency, depending on the view selected in the Purchase Order Entry window.

7. To edit tax information, enter or select a tax detail ID and enter a tax amount. Continue entering tax details until your tax is fully distributed.

8. To distribute tax to multiple tax details, change the amount in the scrolling window and enter or select another tax detail and tax amount in the next available line.

   To delete a single tax detail, select the row containing it and choose Edit >> Delete Row.

9. Choose OK to save your entries and return to the Purchase Order Entry window.

   Choose Delete to delete all the tax details for the purchase order.

   Choose Default to restore the default tax information.

Calculating and distributing detail taxes for purchase order items

Use the Purchase Order Line Item Tax Detail Entry window to add, change, delete, or view tax amounts calculated on an individual line item. Taxes are calculated automatically as you enter each tax detail or edit the Total Purchases amount.

Summary tax edits won't change the taxes calculated for each line item in the Purchase Order Line Item Tax Detail Entry window. You will be able to edit tax included in item price taxes. Tax edits made for each line item will change the summary tax amounts in the Purchase Order Tax Summary Entry window.

To calculate and distribute detail taxes for purchase order items:

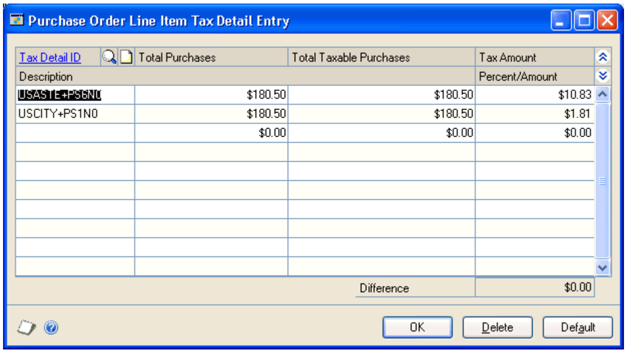
1. Open the Purchase Order Entry window.
   (Transactions >> Purchasing >> Purchase Order Entry)

2. Enter document information, including the document type, purchase order number, buyer ID, document date, and vendor ID.

3. Enter or select a line item and choose the Vendor Item or Item expansion button to open the Purchasing Item Detail Entry window. You can change the tax status, tax schedules, or tax amount for an item.

   Taxes will be calculated automatically as you enter items. If you change the tax amount, you'll need to edit the tax distribution amounts for your change.

4. Choose the Calculated Tax expansion button to open the Purchase Order Line Item Tax Detail Entry window, where you can view or edit tax distribution amounts.



Tax Detail ID	Total Purchases	Total Taxable Purchases	Tax Amount
Description			Percent/Amount
USASTE+PS6N	$180.50	$180.50	$10.83
USCITY+PS1N0	$180.50	$180.50	$1.81
	$0.00	$0.00	$0.00
		Difference	$0.00

5. To edit tax distributions, enter or select a tax detail ID. Continue entering tax details until your tax is fully distributed.

6. To distribute tax to multiple tax details, change the default amount in the scrolling window and enter or select another tax detail and tax amount in the next available line.

   To delete a single tax detail, select the row containing it and choose Edit >> Delete Row.

7. Choose OK to save your entries and return to the Purchasing Item Detail Entry window.

   Choose Delete to delete all the tax details for the line item.

   Choose Default to restore the default tax information.

Chapter 10: Purchase Order Maintenance

Throughout the purchasing process, you can print a variety of reports that allow you to double-check the documents you've entered. If you identify errors on these reports, the errors must be corrected to ensure accurate reporting of your purchasing activity. You may want to delete and void purchase orders that are no longer valid.

You may also want to change the status of your purchase orders or the status of the line items after you've entered a purchase order in the Purchase Order Entry window. When your purchase orders are complete, you can remove them from the system or move them to history.

This information is divided into the following sections:

- *Deleting a purchase order*
- *Voiding a purchase order*
- *Modifying a purchase order*
- *Placing or removing a purchase order hold*
- *Editing a purchase order that's on hold*
- *Status overview*
- *Editing purchase order or line item status*
- *Removing completed purchase orders*

Deleting a purchase order

Use the Purchase Order Entry window to delete purchase orders with a New status (purchase orders that have never been printed or sent to the vendor). Deleting removes purchase order information from the system and makes purchase order numbers available for reuse.

If you're using Manufacturing and the job is linked to a job, you must have authority to unlink items from jobs to be able to delete the purchase order. Refer to Manufacturing documentation for more information.

To delete a purchase order:

1. Open the Purchase Order Entry window.
   (Transactions >> Purchasing >> Purchase Order Entry)

2. Enter or select the number of the purchase order (with a New status) you want to delete.

You cannot delete a purchase order that is linked to a sales line item with a Quantity on Purchase Order.

3. Choose Delete.

Voiding a purchase order

Use the Purchase Order Entry window to void purchase orders with a New status (purchase orders that have never been printed). Voiding moves purchase order information to history and doesn't make purchase order numbers available for reuse until history is removed, if you're keeping history. If you're not keeping history, voiding removes purchase order information.

If you track voided purchase orders, you'll know why a purchase order number is missing or out of sequence. If you're tracking purchase order history, you can view information about voided purchase orders using the purchasing inquiry windows or by printing the Purchasing Voided Journal or the Purchase Order History Report.

To void purchase orders or lines linked to jobs, you must have authority to unlink line items from a job. Security is set in the Job Costing Preference Defaults window.

To void a purchase order:

1. Open the Purchase Order Entry window.
   (Transactions >> Purchasing >> Purchase Order Entry)

2. Enter or select the number of the purchase order (with a New status) you want to void.

You cannot void a purchase order that is linked to a sales line item with a Quantity on Purchase Order.

3. Choose Void. Depending on if you're keeping purchase order history, the purchase orders will be removed from the system, or moved to history.

The Purchasing Voided Journal is printed when you close the Purchase Order Entry window after voiding, if you marked the option to print it in the Posting Setup window.

Modifying a purchase order

Use the Purchase Order Entry window to add an additional item to a purchase order after it's been printed, to delete a line item if you haven't released it to the vendor, or to make other changes.

You can't edit purchase orders with a Received, Closed, or Canceled status using the Purchase Order Entry window. To edit a closed or canceled purchase order, use the Edit Purchase Order Status window. See *Editing purchase order or line item status* on page 114 for more information.

To modify a purchase order:

1. Open the Purchase Order Entry window.
   (Transactions >> Purchasing >> Purchase Order Entry)

2. Select the purchase order you want to edit.

3. Highlight the fields you want to change and enter the correct information. You can change line items that have quantities received or invoiced against them, but you can't delete the line items.

   You can't change certain item information if the purchase order already has items received or invoiced against it. (For example, you can't change the U of M or Site ID fields. You can change the Unit Cost and Extended Cost fields if the line item isn't Received or Closed.)

4. Choose File >> Print to print or reprint the purchase order (optional).

5. Choose Save to save the purchase order.

Placing or removing a purchase order hold

You can place a purchase order on hold by marking the Hold check box in the Purchase Order Entry window, if you have the option set up in the Purchase Order Processing Setup window. See *Setting up Purchase Order Processing preferences and default entries* on page 11 for more information.

Occasionally a situation will arise that requires you to temporarily place a purchase order on hold to stop further processing. For example, a buyer may want to use a hold if he or she has a purchasing amount limit, and needs a supervisor's approval before sending a purchase order to the vendor. The buyer could enter a purchase order and place it on hold, then print a copy to send to the supervisor for approval. The printed purchase order will clearly indicate that it is on hold. The buyer could later remove the hold with the supervisor's approval, and then print the purchase order and send it to the vendor. The supervisor could also review the purchase order online and remove the hold. The purchase order note field could be used for entering comments.

Placing a hold on a purchase order you've already sent will prevent shipment and shipment/invoice receipts from being entered or posted. You may want to do this if problems arise with a vendor, and you don't want to accept shipments. You will be able to enter and save, but not post, invoice receipts for purchase orders on hold.

Once a purchase order is on hold, you cannot edit it, unless you have selected the option to Allow Editing of Purchase Orders on Hold in Purchase Order Processing Setup. Printing a purchase order that is on hold will not change its status.

To place or remove a purchase order hold:

1. Open the Purchase Order Entry window.
   (Transactions >> Purchasing >> Purchase Order Entry)

2. Select the purchase order you want to place on or release from hold.

3. Mark or unmark the Hold check box and choose Save.

Editing a purchase order that's on hold

The option to Allow Editing of Purchase Orders on Hold in the Purchase Order Processing Setup window must be selected before you can edit a purchase order that's on hold.

If a purchase order with a Released status is on hold and you edit the purchase order, the purchase order's status will be changed to Change Order.

Status overview

Purchase order and line item status indicates whether the line items and the purchase order have been released to the vendor, received, changed, or closed. A purchase order or line item can have one of six statuses:

Status	How it’s assigned
New	The purchase order or line item is saved for the first time, and has not yet been released to the vendor. You can change a New line item or purchase order without affecting its status.
Released	**Line item—**The standard or drop-ship purchase order is printed**.** The blanket line item is marked to release in the Purchasing Blanket Detail Entry window and the blanket purchase order or drop-ship blanket purchase order is printed. A New line is partially received against**.**
	Purchase order—At least one purchase order line has a status of Released, and there are no lines with a status of Change Order. Released status indicates that the purchase order has been sent to the vendor, and typically occurs when you print a New purchase order.
Change Order	A purchase order or line item with a Released status has been edited. The purchase order could also have been manually changed from Closed or Received to Change Order.
Received	The entire quantity ordered has been received, but not matched to an invoice. There may be a canceled quantity, as well.
Closed	**Line item—**The entire quantity ordered has been received and invoiced, and the line will not be processed any further. There may be a canceled quantity, as well.
	Purchase order—All of the line items have been received and invoiced, and the purchase order will not be processed any further. There may be canceled lines, as well.
Canceled	**Line item—**The line item has not been received or invoiced against, and it is no longer valid. The line will not be processed any further.
	Purchase order—All of the line items have been canceled and haven’t been received or invoiced against.

For information about changing purchase order or line item status, see *Editing purchase order or line item status* on page 114.

Editing purchase order or line item status

Use the Edit Purchase Order Status window to change the status of a purchase order or the status of the line items on a purchase order. You may want to cancel a line item on a purchase order, for example, if the item you've ordered has been discontinued.

You can change the status of an on-hold purchase order or its line items, if you marked the option to allow editing of on-hold purchase orders in Purchase Order Processing Setup. However, you cannot make changes that make the status of an on-hold purchase order Received, Canceled, or Closed, unless you remove the hold.

To remove a purchase order with a Released, Received, or Change Order status, close the purchase order, transfer it to history (if you're keeping history) using the Remove Completed Purchase Orders window, and then remove it using the Remove Purchasing History window.

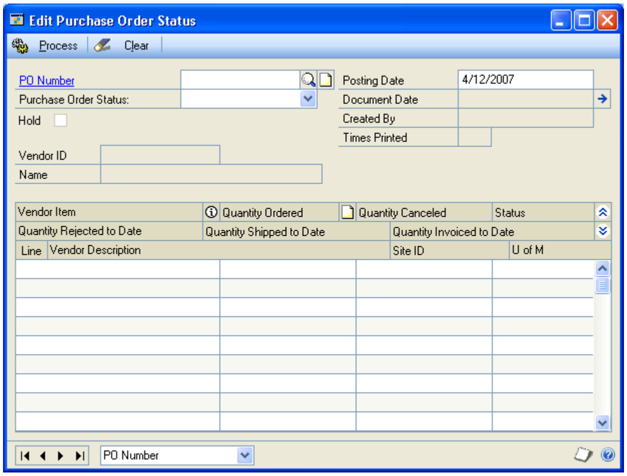
You can close purchase orders with landed costs that haven't been matched to an invoice; however, if you close a purchase order line item with landed costs that haven't been matched to an invoice, the shipments for that line item won't be available for matching. You may need to manually adjust General Ledger accruals for landed costs.

The control blanket line item for a blanket purchase order or a drop-ship blanket purchase order won't be displayed in the Edit Purchase Order Status window. You can view the status of the control blanket line item in the Purchasing Item Detail Entry window. The status of the control blanket line item is the same as the blanket or drop-ship blanket purchase order's status.

For more information about a specific status, see *Status overview* on page 113. .

To edit purchase order or line item status:

1. Open the Edit Purchase Order Status window.
   (Transactions >> Purchasing >> Edit Purchase Orders)


Edit Purchase Order Status
Process
Clear
PO Number
Purchase Order Status:
Hold
Vendor ID
Name
Document Date
Created By
Times Printed
Vendor Item
Quantity Ordered
Quantity Canceled
Status
Quantity Rejected to Date
Quantity Shipped to Date
Quantity Invoiced to Date
Line
Vendor Description
Site ID
U of M
PO Number

Posting Date 4/12/2007

2. Enter or select a purchase order.

3. Change the purchase order status.

   - Only statuses that are available for the purchase order will be displayed in the list.

   - If a purchase order is on hold, you cannot change its status to Received, Closed, or Canceled unless you remove the hold.

   - If a purchase order has sales commitments, you cannot change its status to Received, Closed, or Canceled.

   - If the status of a blanket purchase order or a drop-ship blanket purchase order is changed from New to Released and not all of the blanket lines have been marked to be released in the Purchasing Blanket Detail Entry window, you'll have the option to release all of the line items or release the line items marked to be released.

   - If the contract expiration date for the purchase order has passed when changing the status from New to Released, you can release the line items.

4. Change the purchase order line item status.

    - You can change a status of a line item to Closed, if a receipt has been posted for the line, but you can't reopen the item. If a line item has sales commitments, you cannot change its status to Received, Closed, or Canceled.

    - You can change the quantity canceled; your changes may affect the status of the line item and the status of the purchase order. Use the line item information button to open the Purchasing Quantity Status window, where you can view quantity information for the line item, including the quantity ordered, the quantity remaining to be shipped, and remaining posted shipments to be matched.

    - You can release a blanket line item if it hasn't been marked to be released in the Purchasing Blanket Detail Entry window when you change the line item status from New to Released.

    - You can release line items even if the contract expiration date has passed.

5. Choose Process to process changes you've made.

    The Release option in the Purchasing Blanket Detail Entry window will be marked for those items that were released when changing statuses.

    Amounts may be posted to General Ledger when you close purchase orders or line items that have an item with a shipped quantity that is greater than the invoiced quantity. Purchase receipts in Inventory Control may be adjusted, as well.

    One or more posting journals and distribution breakdown registers may be printed when you close the Edit Purchase Order Status window, depending on the options selected in the Posting Setup window.

Removing completed purchase orders

Use the Remove Completed Purchase Orders window to remove any closed or canceled documents from the Purchase Order Work table that haven't yet been removed or moved to history. You should remove your completed purchase orders periodically.

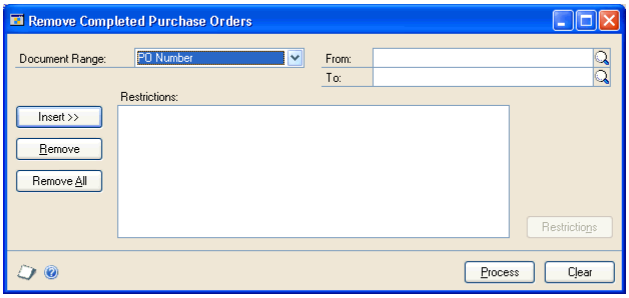
If you’re keeping purchase order history and you remove completed purchase orders, the purchase orders will be moved to history. If you aren’t keeping history, completed purchase orders will be deleted from your records. For more information, see Chapter 22, “Purchase Order History Removal.”

After you’ve transferred the completed purchase orders to history, you can use the Remove Purchasing History window to delete purchase order history or print the Purchase Order Trx History Removal Report before removing history.

Before removing purchase orders, back up your company’s accounting data. For more information about making backups, refer your System Administrator’s Guide (Help >> Contents >> select System Administration).

To remove completed purchase orders:

1. Open the Remove Completed Purchase Orders window. (Tools >> Routines >> Purchasing >> Remove Completed Purchase Orders)



Document Range: PO Number

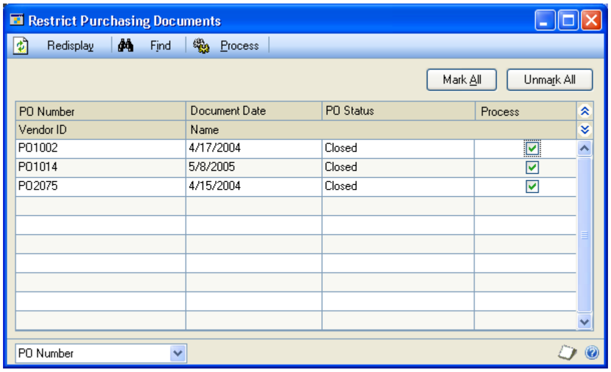
2. Select a type of range to remove information for purchase orders, then enter the first and last records in the selected range.

3. Choose Insert to insert the range you’ve chosen to remove in the Restrictions List.

   You can insert only one restriction for each document range. For example, you can insert one purchase order number restriction (PO001 to PO099) and one vendor ID restriction (ADVANCED0001 to BEAUMONT0001).

4. Choose Restrictions to open the Restrict Purchasing Documents window to select documents you want to remove from the range you’ve entered (optional).

   For example, assume that you entered a range restriction to include purchase order numbers PO0990 through PO1010. Purchase order PO1000 was canceled because the vendor was out of stock of the items, but now the vendor can fill the order. You can remove the mark from the Process box for PO1000 so that purchase order won’t be removed, as in the following example.



PO Number	Document Date	PO Status	Process
Vendor ID	Name		
PO1002	4/17/2004	Closed	☑
PO1014	5/8/2005	Closed	☑
PO2075	4/15/2004	Closed	☑

5. Choose the Process button to remove purchase orders.

   When processing is complete, the Completed PO Removal Report is printed, listing the purchase orders that were removed from the Purchase Order Work Table.

PART 3: RECEIPTS

Part 3: Receipts

This part of the documentation explains how to enter and manage receipts. The data entry windows were designed to resemble actual receipt documents, with vendor, line item, and totals information. Receipts can be saved, edited if necessary, and then posted so that they become part of your permanent accounting records. Posting receipts also updates inventory quantities. If your system includes General Ledger, you can update the balances of your posting accounts, as well.

Following is a list of topics that are discussed:

- Chapter 11, "Receipt Batches," explains how to use batches to group purchasing documents for posting.
- Chapter 12, "Shipment Receipt Entry," describes how to enter shipment and shipment/invoice receipts.
- Chapter 13, "Shipment Receipt Detail Entry," describes how to enter detailed information about a document, line item, or other elements of a transaction.
- Chapter 14, "Invoice Receipt Entry," explains how to enter invoice receipts and match them to shipment receipts.
- Chapter 15, "Invoice Receipt Detail Entry," describes how to enter detailed information about a document, or other elements of a transaction.
- Chapter 16, "Landed Costs for Receipts," describes how to enter, apportion, and match landed costs.
- Chapter 17, "Taxes for Receipts," explains how tax is calculated, modified, and distributed for receipts.
- Chapter 18, "Receipt Posting," describes the methods of posting transactions in Purchase Order Processing.
- Chapter 19, "Receipt Maintenance," includes procedures for correcting, deleting, and voiding shipment and invoice receipts.

Chapter 11: Receipt Batches

All receipt document types can be entered in a batch. Batches are groups of transactions, identified by a name or a number, that are used for identification purposes and to make the posting process easier. You can enter receipts in batches to group similar transactions during data entry and review them before posting at a later time. Batches can be identified as a group of transactions entered by a specific employee, or a group of transactions entered on a particular date.

This information is divided into the following sections:

- *Using batches to group purchasing receipts*
- *Creating a purchasing receipt batch*
- *Correcting or deleting a purchasing batch*

Using batches to group purchasing receipts

Receipts can be entered individually or in batches. Individual transactions are entered and posted immediately, so your records are always up to date. You can't print edit lists for transactions that aren't entered in a batch. Batches can be used to group and save transactions, which allows you to review the transactions and make corrections before they're posted. More than one person can enter transactions in the same batch; however, a batch can't be posted if anyone is making changes to it.

Purchase Order Processing batches originate in either the Receivings Transaction Entry window or the Purchasing Invoice Entry window. A batch with a Receivings Transaction Entry origin can contain a mix of different receipt document types. A batch with a Purchasing Invoice Entry origin can contain only invoice receipt documents. Since batches can have only one origin, you can have batches with the same name, but different origins.

- For information about entering transactions with the Receivings Transaction Entry origin, see Chapter 12, "Shipment Receipt Entry."

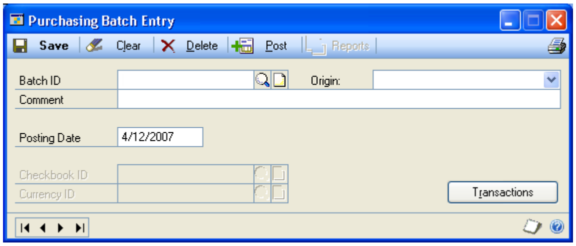
- For information about entering transactions with the Purchasing Invoice Entry origin, see Chapter 14, "Invoice Receipt Entry."

Creating a purchasing receipt batch

Use the Purchasing Batch Entry window to create a receipt batch. Each transaction in the batch must have the same origin.

To create a purchasing receipt batch:

1. Open the Purchasing Batch Entry window.
   (Transactions >> Purchasing >> Purchasing Batches)



Posting Date 4/12/2007

2. Enter a batch ID to identify the batch.

3. Select a batch origin.

4. Enter a batch comment.

5. Enter a posting date.

   This field is available only if, in the Posting Setup window, Batch is selected in the Posting Date From field.

   The posting date you enter here is the date that General Ledger files are updated. Your records in Purchase Order Processing are updated using the receipt date you enter in the Receivings Transaction Entry window or the invoice date you enter in the Purchasing Invoice Entry window.

   If the batch contains multicurrency transactions whose exchange rates expired before the batch posting date, you will be able to save but not post those transactions.

6. When you have entered and saved all transactions for a batch, choose File >> Print to verify your entries with a Receivings Edit List or a Purchasing Invoice Edit List.

Correcting or deleting a purchasing batch

Use the Purchasing Batch Entry window to change or delete an unposted batch. See Chapter 19, “Receipt Maintenance,” for information about changing the transactions in a batch.

To correct or delete a purchasing batch:

1. Open the Purchasing Batch Entry window.
   (Transactions >> Purchasing >> Purchasing Batches)

2. Enter or select a batch ID. If you enter a batch, you also must enter the batch origin before information about the batch will be displayed.

3. If you select a batch that has been marked for posting, you won’t be able to edit it.

4. To correct the batch, replace the incorrect information with correct information. Choose Save to save your changes. To delete the batch, choose Delete.

Chapter 12: Shipment Receipt Entry

A shipment receipt is a document used to record shipments received for purchase orders. You can enter two types of shipment receipts in Purchase Order Processing: shipment/invoice and shipment. Enter a shipment/invoice receipt to record the receipt of goods and services accompanied by an invoice. Enter a shipment receipt to record the receipt of goods and services without an invoice. You can enter receipt transactions in a batch or enter and post them individually. Receipts can't be saved unless they're in a batch.

This information is divided into the following sections:

- *Receiving a shipment/invoice*
- *Receiving a shipment*
- *Receiving items without a purchase order*
- *Automatically receiving purchase order items*
- *Using the Select Purchase Order Items window*
- *Receiving items from multiple purchase orders*

Receiving a shipment/invoice

Use the Receivings Transaction Entry window to record a shipment/invoice if you've received an invoice and merchandise at the same time. The inventory quantity on hand will be updated for the items received and the vendor's account will be increased. You can include items from multiple purchase orders (from a single vendor) on a shipment/invoice receipt.

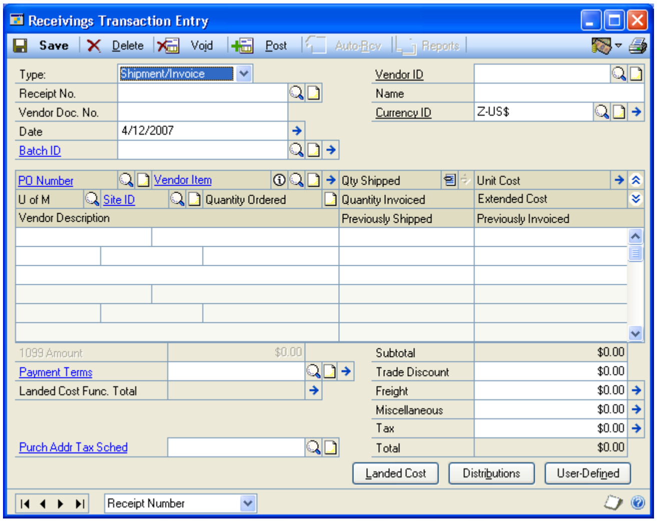
You can receive against line items with New, Released, Change Order, or Received statuses.

You can't enter a shipment/invoice receipt for a purchase order that is on hold. If a purchase order is placed on hold after its shipment/invoice receipt is saved to a batch, the receipt for that purchase order will not be posted and will remain in the batch.

You can use the Extras >> View >> Currency menu option or the currency list button to view currency amounts in the Receivings Transaction Entry window in the originating or functional currency.

To receive a shipment/invoice:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)


Receivings Transaction Entry
Save
Delete
Void
Post
Auto-Rcv
Reports
Receipt No.
Vendor Doc. No.
Batch ID
Vendor ID
Name
PO Number
Vendor Item
Qty Shipped
Unit Cost
U of M
Site ID
Quantity Ordered
Quantity Invoiced
Extended Cost
Vendor Description
Previously Shipped
Previously Invoiced
Payment Terms
Landed Cost Func. Total
Purch Addr Tax Sched
Landed Cost
Distributions
User-Defined

Type: Shipment/Invoice
Date: 4/12/2007
Currency ID: Z-US$
1099 Amount: $0.00
Subtotal: $0.00
Trade Discount: $0.00
Freight: $0.00
Miscellaneous: $0.00
Tax: $0.00
Total: $0.00
Receipt Number

2. Select Shipment/Invoice as the document type for the transaction.

3. Enter or select the receipt number.

4. Enter a vendor document number.

5. Enter the receipt date.

   To enter a General Ledger posting date that is different from the transaction date, choose the Date expansion button; the Receivings Date Entry window will open, where you can enter date information.

   For multicurrency transactions, the document date determines which exchange rate is used, based on the currency ID and the associated rate type entered for the transaction.

6. Enter or select a batch ID (optional).

   In multicurrency transactions, if the batch posting date does not fall on or before the exchange rate’s expiration date, you will receive a message. Choose Yes to open the Batch Entry window and change the batch posting date. If you choose No, you will be able to save but not post the receipt.

See *Creating a purchasing receipt batch* on page 122 for more information.

7. Enter or select a vendor ID.

8. Enter or select a currency ID. If a currency ID is assigned to the vendor you select, it will appear in the Currency ID field. The currency ID assigned to the shipment/invoice must match the currency ID of the purchase orders being received against.

9. Enter or select the purchase order number for which you're receiving a shipment/invoice. You can receive items from multiple purchase orders by entering or selecting a different purchase order number in a new row. See *Receiving items from multiple purchase orders* on page 137 for more information.

   If the Allow Receiving Without a Purchase Order option is marked in Purchase Order Processing Setup, you can leave the PO Number field blank.

10. Enter items using either the vendor's item number or your company's item number. You also can enter a non-inventoried item.

    You can display the vendor's item number by marking Extras >> Options >> Display Vendor Item. If the option is not marked, your company's item number will be displayed. You can change this selection at any time.

11. Enter the quantity shipped.

    If the item requires lot or serial numbers, the Purchasing Lot Number Entry window or the Purchasing Serial Number Entry window will open, where you can assign lot or serial numbers to the appropriate item.

    An icon will be displayed in the Qty Shipped field for purchase order line items with sales commitments. Select a line item and choose the button next to the Qty Shipped heading to view or prioritize commitments in the Sales Commitments for Purchase Order window. For more information, see *Committing purchase orders to sales documents* on page 56.

12. You can change the site ID to receive line items to a location other than the location specified on the purchase order, if the option is marked in Purchase Order Processing Setup. Changing the site on the receipt will not change the site on the purchase order.

13. You can edit the unit cost or extended cost, if the Allow Editing of Costs in Receiving option is marked in the Purchase Order Processing Setup window.

14. Enter the quantity invoiced, which is the number of items on the vendor's invoice.

15. Enter trade discount, freight, miscellaneous, and tax amounts.

    Taxes will be calculated automatically as you enter items. For more information about tax calculations, see Chapter 17, "Taxes for Receipts." If you want to change the tax amounts for the document, see *Calculating and distributing summary taxes for shipment/invoice receipts* on page 191. If you want to change the tax amounts for a line item, see *Calculating and distributing detail taxes for shipment/invoice line items* on page 194.

16. Enter or accept the 1099 amount, if applicable.

17. Enter or accept the payment terms and tax schedule ID.

18. If you are using landed costs, choose Landed Cost to open the Receivings Landed Cost Apportionment Entry window, where you can add landed costs to all line items on a receipt. See *Entering landed costs for a shipment receipt* on page 182 for more information. If you want to enter landed costs for an item, see *Entering landed costs for a shipment item* on page 184.

19. Choose Distributions to open the Purchasing Distribution Entry window, where you can make changes to account distributions.

    - To add additional accounts, select the account and enter an amount.
    - To remove an account in the scrolling window, select the row containing the account and choose Edit >> Delete Row.
    - To restore the original distributions, choose Default.

If you are using landed costs, the distributions for a landed cost won't be displayed in the Purchasing Distribution Entry window. To view landed cost distributions, print the Receivings Edit List.

See *Distributing transaction amounts for shipment receipts* on page 153 for more information.

20. Choose User-Defined to open the Receivings User-Defined Fields Entry window, where you can enter user-defined information for this receipt.
21. Choose Save or Post. If you post the receipt, one or more posting journals and distribution breakdown registers may be printed, depending on the options selected in the Posting Setup window.

    If you've entered a batch ID, you can't post the transaction individually; you must use batch posting, series posting, or master posting. For more information, see Chapter 11, "Receipt Batches."

Receiving a shipment

Use the Receivings Transaction Entry window to record a shipment if you've received merchandise but haven't received the invoice for the merchandise. A shipment transaction will increase the quantity on hand for the items received for sales and discontinued item types. You can include items from multiple purchase orders (from a single vendor) on a shipment receipt.

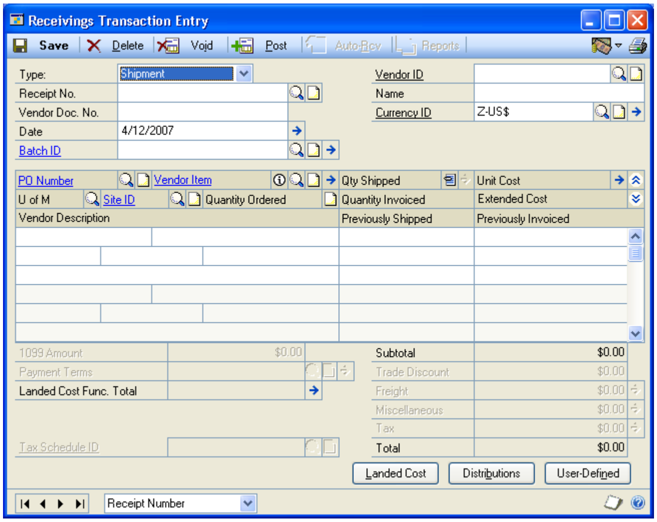
You can receive against line items with New, Released, Change Order, or Received statuses.

You can't enter a shipment receipt for a purchase order that is on hold. If a purchase order is placed on hold after its shipment receipt is saved to a batch, the receipt for that purchase order will not be posted and will remain in the batch.

You can use the Extras >> View >> Currency menu option or the currency list button to view amounts in the Receivings Transaction Entry window in originating or functional currency.

To receive a shipment:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)


Receivings Transaction Entry
Save
Delete
Void
Post
Auto-Rcv
Reports
Receipt No.
Vendor Doc. No.
Batch ID
Vendor ID
Name
PO Number
Vendor Item
Qty Shipped
Unit Cost
U of M
Site ID
Quantity Ordered
Quantity Invoiced
Extended Cost
Vendor Description
Previously Shipped
Previously Invoiced
Payment Terms
Landed Cost Func. Total
Tax Schedule ID
Landed Cost
Distributions
User-Defined

Type: Shipment
Date 4/12/2007
Currency ID Z-US$
1099 Amount $0.00
Subtotal $0.00
Trade Discount $0.00
Freight $0.00
Miscellaneous $0.00
Tax $0.00
Total $0.00
Receipt Number

2. Select Shipment as the document type for the transaction.

3. Enter or select the receipt number.

4. Enter a vendor document number (optional).

5. Enter the receipt date.

   To enter a General Ledger posting date that is different from the transaction date, choose the Date expansion button; the Receivings Date Entry window will open, where you can enter date information.

   For multicurrency transactions, the document date determines which exchange rate is used, based on the currency ID and associated rate type that's entered for the transaction.

6. Enter or select a batch ID (optional). See *Creating a purchasing receipt batch* on page 122 for more information.

   In multicurrency transactions, if the batch posting date does not fall on or before the exchange rate's expiration date, you will receive a message. Choose Yes to open the Batch Entry window and change the batch posting date. If you choose No, you will be able to save but not post the receipt.

7. Enter or select the vendor ID.

8. Enter or select a currency ID. If a currency ID is assigned to the vendor you select, it will appear in the Currency ID field. The currency ID assigned to the invoice must match the currency ID of the purchase order being received against.

9. Enter the purchase order number for which you're receiving a shipment. You can receive items from multiple purchase orders by entering or selecting a different purchase order number in a new row. See *Receiving items from multiple purchase orders* on page 137 for more information.

   If the Allow Receiving Without a Purchase Order option is marked in Purchase Order Processing Setup, you can leave the PO Number field blank.

10. Enter items using either the vendor's item number or your company's item number. You also can enter a non-inventoried item.

    You can display the vendor's item number by marking Extras >> Options >> Display Vendor Item. If the option is not marked, your company's item number will be displayed. You can change this selection at any time.

11. You can change the site ID to receive line items to a location other than the location specified on the purchase order, if the option is marked in Purchase Order Processing Setup. Changing the site on the receipt will not change the site on the purchase order.

12. Enter the quantity shipped.

    If the item requires lot or serial numbers, the Purchasing Lot Number Entry window or the Purchasing Serial Number Entry window will open, where you can assign lot or serial numbers to the appropriate item.

    An icon will be displayed in the Qty Shipped field for purchase order line items with sales commitments. Select a line item and choose the button next to the Qty Shipped heading to view or prioritize commitments in the Sales Commitments for Purchase Order window. For more information, see *Committing purchase orders to sales documents* on page 56.

13. You can edit the unit cost or extended cost, if the Allow Editing of Costs in Receiving option is marked in Purchase Order Processing Setup.

14. If you are using landed costs, choose Landed Cost to open the Receivings Landed Cost Apportionment Entry window, where you can add landed costs to all line items on a receipt. See *Entering landed costs for a shipment receipt* on page 182 for more information. If you want to enter landed costs for an item, see *Entering landed costs for a shipment item* on page 184.

15. Choose Distributions to open the Purchasing Distribution Entry window, where you can make changes to account distributions.

    - To add additional accounts, select the account and enter an amount.

    - To remove an account in the scrolling window, select the row containing the account and choose Edit >> Delete Row.

    - To restore the original distributions, choose Default.

    If you are using landed costs, the distributions for a landed cost won't be displayed in the Purchasing Distribution Entry window. To view landed cost distributions, print the Receivings Edit List.

    See *Distributing transaction amounts for shipment receipts* on page 153 for more information.

16. Choose User-Defined to open the Receivings User-Defined Fields Entry window, where you can enter user-defined information for this receipt.

17. Choose Save or Post. If you post the receipt, one or more posting journals and distribution breakdown registers may be printed, depending on the options selected in the Posting Setup window.

    If you've entered a batch ID, you can't post the transaction individually; you must use batch posting, series posting, or master posting. For more information, see Chapter 11, "Receipt Batches."

Receiving items without a purchase order

In the Receivings Transaction Entry window, you have the option to receive items that weren't included on the original purchase order or receive items without a purchase order.

To set up this option, you must select to allow receiving items without a purchase order in the Purchase Order Processing Setup window. You may assign a password that must be entered before entering a line item not assigned to a purchase order.

To receive items without a purchase order:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Select the appropriate document type for the transaction.

3. Enter the receipt number, vendor document number, date, and vendor ID.

4. To add vendor items or items that weren't included on the original purchase order, simply leave the PO number field blank. You don't have to enter a purchase order if you've set up the system to allow receiving items without a purchase order.

5. Continue entering the receipt.

   You must enter the unit cost of non-inventoried items.

6. In the Receivings Transaction Entry window, save or post the transaction.

Automatically receiving purchase order items

Use the Select Purchase Order window to select a purchase order to quickly enter line items on a shipment or shipment/invoice. See *Receiving a shipment* on page 129 or *Receiving a shipment/invoice* on page 125 for more information.

To automatically receive purchase order items:

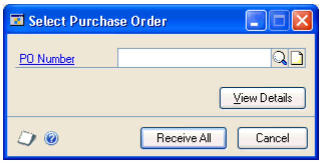
1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Select the appropriate document type for the transaction.

3. Enter the receipt number, vendor document number, and date. (A vendor document number is required for a shipment/invoice.)

4. Choose Auto-Rcv to automatically receive items. The Select Purchase Order window will open.

If you entered a vendor ID, the Select Purchase Order Items window will open instead of the Select Purchase Order window.



5. Enter or select a purchase order for which you want to receive line items.

6. Choose Receive All in the Select Purchase Order window to automatically receive all items on the selected purchase order.

   The control blanket line item for a blanket purchase order or a drop-ship blanket purchase order isn't included when you automatically receive items. Blanket line items with a New status won't be included, either. You can use the Receivings Transaction Entry window to enter blanket line items with a New status.

   If you choose to view details in the Select Purchase Order window, the Select Purchase Order Items window will open, and the purchase order line items will be marked to receive. Choose Receive to automatically receive items on the selected purchase order.

   Blanket line items with a New status won't be marked when you choose Mark All. Line items with a New status for a standard purchase order with an expired contract date won't be marked, either. To receive these items, you must mark the items individually.

7. In the Receivings Transaction Entry window, continue entering receipt information, if necessary, and save or post the transaction.

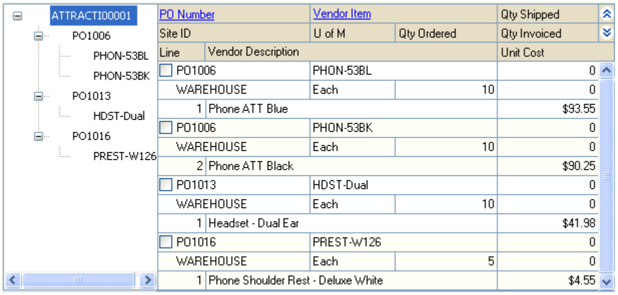
Using the Select Purchase Order Items window

Use the Select Purchase Order Items window to receive line items on multiple purchase orders. In the Select Purchase Order Items window, the tree view and the Sort By option control the information that is displayed. When you change the focus in the tree view, or when you choose a different sorting option, the information in the window is refreshed.

The scrolling window shows detail about the object selected in the tree view. When you highlight a different object in the tree view, such as a purchase order or a site, only the information about that object is displayed in the scrolling window. To display all information for a vendor, you must select the vendor ID in the tree view.

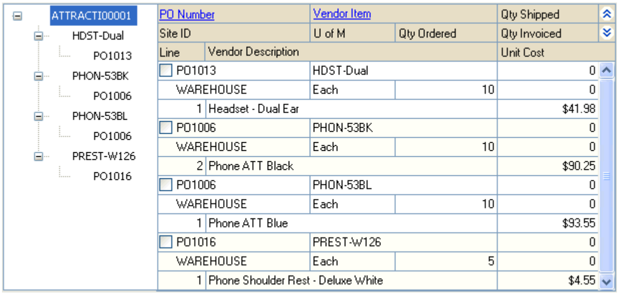
The sorting option you select determines the order in which objects appear in the tree view and the scrolling window. You can sort objects in four ways:

PO/Items Objects in the tree view and scrolling window are sorted first by purchase order number, then by the order items were entered on the purchase orders.



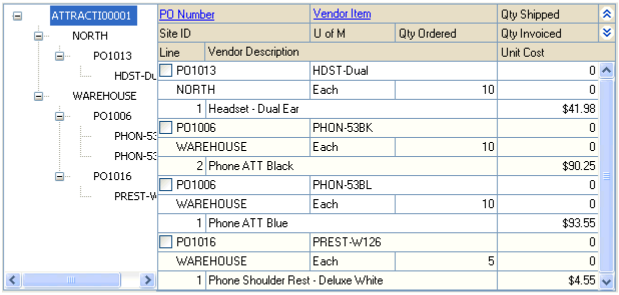
PO Number	Vendor Item		Qty Shipped
Site ID	U of M	Qty Ordered	Qty Invoiced
Line	Vendor Description		Unit Cost
☐ PO1006	PHON-53BL		0
WAREHOUSE	Each	10	0
1	Phone ATT Blue		$93.55
☐ PO1006	PHON-53BK		0
WAREHOUSE	Each	10	0
2	Phone ATT Black		$90.25
☐ PO1013	HDST-Dual		0
WAREHOUSE	Each	10	0
1	Headset - Dual Ear		$41.98
☐ PO1016	PREST-W126		0
WAREHOUSE	Each	5	0
1	Phone Shoulder Rest - Deluxe White		$4.55

Item Number/PO Objects in the tree view and scrolling window are sorted first by item number, then by purchase order number under each item.


ATTRACTI00001
HDST-Dual
PO1013
PHON-53BK
PO1006
PHON-53BL
PO1006
PREST-W126
PO1016

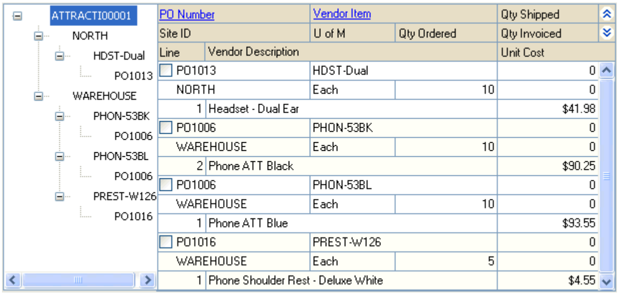
PO Number	Vendor Item		Qty Shipped
Site ID	U of M	Qty Ordered	Qty Invoiced
Line	Vendor Description		Unit Cost
☐ PO1013	HDST-Dual		0
WAREHOUSE	Each	10	0
1	Headset - Dual Ear		$41.98
☐ PO1006	PHON-53BK		0
WAREHOUSE	Each	10	0
2	Phone ATT Black		$90.25
☐ PO1006	PHON-53BL		0
WAREHOUSE	Each	10	0
1	Phone ATT Blue		$93.55
☐ PO1016	PREST-W126		0
WAREHOUSE	Each	5	0
1	Phone Shoulder Rest - Deluxe White		$4.55

Site/PO/Item Number Objects in the tree view and scrolling window are sorted first by site, then by purchase order number under each site, then by item number under each purchase order.


ATTRACTI00001
NORTH
PO1013
HDST-Du
WAREHOUSE
PO1006
PHON-53
PHON-53
PO1016
PREST-W

PO Number	Vendor Item		Qty Shipped
Site ID	U of M	Qty Ordered	Qty Invoiced
Line	Vendor Description		Unit Cost
☐ PO1013	HDST-Dual		0
NORTH	Each	10	0
1	Headset - Dual Ear		$41.98
☐ PO1006	PHON-53BK		0
WAREHOUSE	Each	10	0
2	Phone ATT Black		$90.25
☐ PO1006	PHON-53BL		0
WAREHOUSE	Each	10	0
1	Phone ATT Blue		$93.55
☐ PO1016	PREST-W126		0
WAREHOUSE	Each	5	0
1	Phone Shoulder Rest - Deluxe White		$4.55

Site/Item Number/PO Objects in the tree view and scrolling window are sorted first by site, then by item number under each site, then by purchase order number under each item.



- ATTRACTI00001
  - NORTH
    - HDST-Dual
      - PO1013
  - WAREHOUSE
    - PHON-53BK
      - PO1006
    - PHON-53BL
      - PO1006
    - PREST-W126
      - PO1016

PO Number	Vendor Item		Qty Shipped
Site ID	U of M	Qty Ordered	Qty Invoiced
Line	Vendor Description		Unit Cost
☐ PO1013	HDST-Dual		0
NORTH	Each	10	0
1	Headset - Dual Ear		$41.98
☐ PO1006	PHON-53BK		0
WAREHOUSE	Each	10	0
2	Phone ATT Black		$90.25
☐ PO1006	PHON-53BL		0
WAREHOUSE	Each	10	0
1	Phone ATT Blue		$93.55
☐ PO1016	PREST-W126		0
WAREHOUSE	Each	5	0
1	Phone Shoulder Rest - Deluxe White		$4.55

Receiving items from multiple purchase orders

Use the Select Purchase Order Items window to receive line items on multiple purchase orders. New, Released, or Change Order purchase orders that have one or more items with a quantity remaining to receive will be displayed. See *Receiving a shipment* on page 129 or *Receiving a shipment/ invoice* on page 125 for more information.

To receive items from multiple purchase orders:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Select the appropriate document type for the transaction.

3. Enter the receipt number, vendor document number, and date. (A vendor document number is required for a shipment/invoice.)

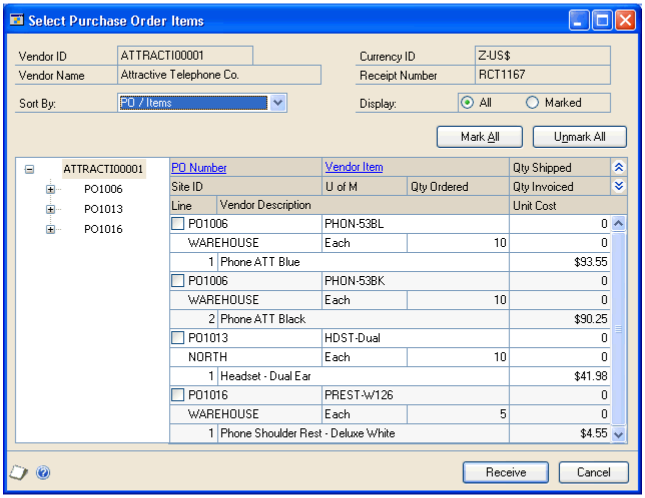
4. Enter or select a vendor ID. The currency ID assigned to the vendor will be the default currency ID for the receipt.

5. Choose the Auto-Rcv button. The Select Purchase Order Items window will open.

   New, Released, or Change Order purchase orders that have one or more items with a quantity remaining to receive will be displayed. The control blanket line item for a blanket purchase order or a drop-ship blanket purchase order isn't included when you automatically receive items.

If only a Vendor ID is displayed, the selected vendor does not have any New, Released, or Change Order purchase orders with items to receive. Only purchase orders with currency IDs that match the receipt will be displayed.

If you know the purchase order number but not the vendor ID, you can choose Auto-Rcv without entering a vendor ID. The Select Purchase Order window will open. The vendor and currency ID for the receipt will come from the purchase order you select.



Vendor ID: ATTRACTI00001
Vendor Name: Attractive Telephone Co.
Sort By: PO / Items
Currency ID: Z-US$
Receipt Number: RCT1167
Display: ● All ○ Marked

ATTRACTI00001
  PO1006
  PO1013
  PO1016

PO Number	Vendor Item		Qty Shipped
Site ID	U of M	Qty Ordered	Qty Invoiced
Line	Vendor Description		Unit Cost
☐ PO1006	PHON-53BL		0
WAREHOUSE	Each	10	0
1	Phone ATT Blue		$93.55
☐ PO1006	PHON-53BK		0
WAREHOUSE	Each	10	0
2	Phone ATT Black		$90.25
☐ PO1013	HDST-Dual		0
NORTH	Each	10	0
1	Headset - Dual Ear		$41.98
☐ PO1016	PREST-W126		0
WAREHOUSE	Each	5	0
1	Phone Shoulder Rest - Deluxe White		$4.55

6. Select a sorting option.

7. Mark the check boxes next to the items you want to receive. To select all items displayed in the scrolling window, choose Mark All.

   Blanket line items with a New status won't be marked when you choose Mark All. Line items with a New status for a standard purchase order with an expired contract date won't be marked, either. To receive these items, you must mark the items individually.

When you choose Mark All or Unmark All in the Select Purchase Order Items window, only items displayed in the scrolling window will be marked or unmarked. For example, if a purchase order is selected in the tree view, only items from that purchase order will be displayed in the scrolling window, and only those items will be marked when you choose Mark All. To mark or unmark all items for a vendor, the vendor ID must be selected in the tree view.

8. Select whether to display all items or only items marked to receive.

9. Edit Quantity Shipped, Quantity Invoiced (for shipment/invoice receipts) and Unit Cost amounts, if necessary. If you edit an item in the scrolling window, it will be marked to receive.

10. Choose the Receive button to add the items to your receipt. The Select Purchase Order Items window will close, and the items will appear in the Receivings Transaction Entry window. Taxes are calculated at this time.

    To cancel your selections, choose Cancel. To revert all displayed items to unmarked, choose Unmark All.

11. In the Receivings Transaction Entry window, save or post the receipt.

Chapter 13: Shipment Receipt Detail Entry

The Receivings Transaction Entry window is designed to resemble a physical shipment document and includes vendor, line item, and total information. Use the expansion buttons in the Receivings Transaction Entry window to open windows where you can enter detailed information about a line item, lot number, serial number mask, or other elements of a transaction.

This information is divided into the following sections:

- *Entering detail information for a purchasing receipt*
- *Entering lot numbers for a purchasing receipt*
- *Removing lot numbers for a purchasing receipt*
- *Defining a serial number mask*
- *Generating serial numbers automatically*
- *Entering serial numbers manually*
- *Removing serial numbers*
- *Multiple bins in Purchase Order Processing overview*
- *Merging trade discount and purchase distributions*
- *Distributing transaction amounts for shipment receipts*
- *Entering Intrastat trade statistics*

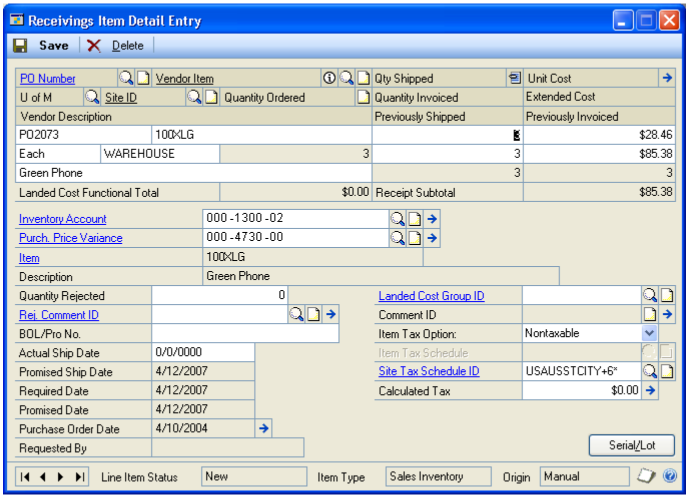
Entering detail information for a purchasing receipt

Use the Receivings Item Detail Entry window to add or modify line item information such as rejected quantities, or to change a line item's posting accounts. If you select an item in the Receivings Transaction Entry window before opening this window, information for that item will be displayed.

To enter detail information for a purchasing receipt:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Enter or select a receipt number and vendor and open the Receivings Item Detail Entry window by choosing the Vendor Item or Item expansion button.



PO Number	Vendor Item	Qty Shipped	Unit Cost
U of M / Site ID	Quantity Ordered	Quantity Invoiced	Extended Cost
Vendor Description		Previously Shipped	Previously Invoiced
PO2073	100XLG	[illegible]	$28.46
Each / WAREHOUSE	3	3	$85.38
Green Phone		3	3
Landed Cost Functional Total	$0.00	Receipt Subtotal	$85.38

Inventory Account: 000-1300-02
Purch. Price Variance: 000-4730-00
Item: 100XLG
Description: Green Phone
Quantity Rejected: 0
Rej. Comment ID:
BOL/Pro No.:
Actual Ship Date: 0/0/0000
Promised Ship Date: 4/12/2007
Required Date: 4/12/2007
Promised Date: 4/12/2007
Purchase Order Date: 4/10/2004
Requested By:
Landed Cost Group ID:
Comment ID:
Item Tax Option: Nontaxable
Item Tax Schedule:
Site Tax Schedule ID: USAUSSTCITY+6*
Calculated Tax: $0.00
Line Item Status: New
Item Type: Sales Inventory
Origin: Manual

Currency amounts in this window may be displayed in the functional or originating currency, depending on the view selected in the Receivings Transaction Entry window.

3. Enter the purchase order number for which you're receiving a shipment. You can receive items from multiple purchase orders by entering or selecting a different purchase order number in a new row. See *Receiving items from multiple purchase orders* on page 137 for more information.

   If the Allow Receiving Without a Purchase Order option is marked in Purchase Order Processing Setup, you can leave the PO Number field blank.

4. Enter or select the number of the vendor item or item you're receiving. You also can enter a non-inventoried item.

5. Enter the quantity shipped.

   If the item requires lot or serial numbers, the Purchasing Lot Number Entry window or the Purchasing Serial Number Entry window will open, where you can assign lot or serial numbers to the appropriate item. You can't assign serial or lot numbers to a non-inventoried item.

   An icon will be displayed in the Qty Shipped field for purchase order line items with sales commitments. Select a line item and choose the button next to the Qty Shipped heading to view or prioritize commitments in the Sales Commitments for Purchase Order window. For more information, see *Committing purchase orders to sales documents* on page 56.

6. If you want to enter landed costs for an item, choose the Unit Cost expansion button to open the Receivings Landed Cost Entry window. See *Entering landed costs for a shipment item* on page 184 for more information.

7. You can change the site ID to receive line items to a location other than the location specified on the purchase order, if the option is marked in Purchase Order Processing Setup. Changing the site on the receipt will not change the site on the purchase order.

   If you're using landed costs and change the site ID, the landed cost group ID will change to the landed cost group ID assigned to the item at the new site. You can specify a landed cost group for each item-site combination in the Item Quantities Maintenance window.

8. Enter the quantity invoiced, which is the number of items on the vendor's invoice.

9. The default accounts for posting the receipt and for posting purchase price variances will be displayed. If no accounts are displayed, you can enter them.

   Default accounts come from the purchase order. If you're receiving without a purchase order, the default accounts will come from the item. If there are no accounts associated with an inventoried item, the accounts will come from Posting Accounts Setup. If there are no accounts associated with a non-inventoried item, the accounts will come from the vendor or Posting Accounts Setup.

10. Enter the quantity rejected, if any, and a rejected comment ID. You also can enter a comment explaining the reason for rejecting the goods. For more information about comments, see *Adding comments to purchasing documents* on page 85.

Rejecting an item assumes that the vendor will be replacing the goods. If the goods won't be replaced, you should enter a quantity canceled instead.

11. In the BOL/Pro No. field, enter the bill of lading or progressive number assigned to the shipment by the carrier.

12. If you are using landed costs, enter a landed cost group ID or accept the default ID.

13. Enter or accept the item tax option and the tax schedule IDs. The tax information is available only for shipment/invoices.

    Taxes will be calculated automatically as you enter items. For more information about tax calculations, see Chapter 17, "Taxes for Receipts." If you want to change the tax amounts for the document, see *Calculating and distributing summary taxes for shipment/invoice receipts* on page 191. If you want to change the tax amounts for a line item, see *Calculating and distributing detail taxes for shipment/invoice line items* on page 194.

14. Enter the actual date the vendor shipped the order (optional).

15. Choose Save to save the item information.

Entering lot numbers for a purchasing receipt

Use the Purchasing Lot Number Entry window to assign lot numbers for shipment or shipment/invoice receipt line items.

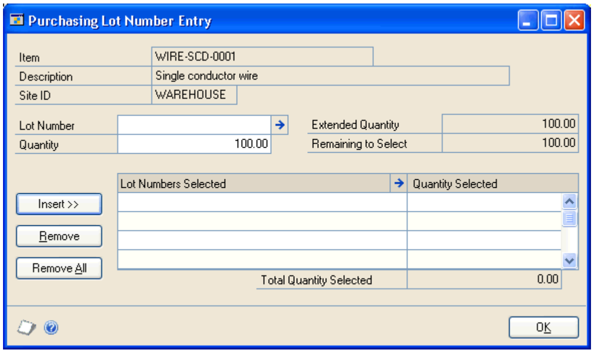
To enter lot numbers for a purchasing receipt:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Enter or select a shipment or shipment/invoice that includes a lot-numbered item.

3. Enter the quantity shipped on the line item containing a lot number.

4. From the Quantity Shipped column, press TAB or choose the Quantity Shipped expansion button to open the Purchasing Lot Number Entry window. (This window will automatically open when you choose the Auto-Rcv button in the Receivings Transaction Entry window and lot-numbered items are entered for the receipt.)



Item: WIRE-SCD-0001
Description: Single conductor wire
Site ID: WAREHOUSE
Lot Number:
Quantity: 100.00
Extended Quantity: 100.00
Remaining to Select: 100.00

Lot Numbers Selected	Quantity Selected
Total Quantity Selected	0.00

5. Enter a lot number and quantity.

6. Choose Insert to add the lot number to the scrolling window.

7. To assign values to the lot attributes for the item, choose the Lot Number expansion button or the Lot Numbers Selected expansion button to open the Lot Attribute Entry window.

   If you are using sales workflow and are tracking the minimum shelf life for the lot item, the dates that you enter in this window and the number of days entered in the Item Maintenance Options window are used to determine whether or not the item meets the minimum shelf life when you receive the item.

8. Continue entering lot numbers for the item. The Quantity Selected must equal the item's extended quantity before you can move to the next line item in the Receivings Transaction Entry window or the Receivings Item Detail Entry window.

9. Choose OK to save the lot numbers you've added.

Removing lot numbers for a purchasing receipt

Use the Purchasing Lot Number Entry window to remove lot numbers for shipment or shipment/invoice receipt line items.

To remove lot numbers for a purchasing receipt:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Enter or select a shipment or shipment/invoice that includes a lot-numbered item.

3. Select a line item that contains a lot number.

4. Choose the Quantity Shipped expansion button to open the Purchasing Lot Number Entry window.

5. Select the lot number from the Lot Numbers Selected list and choose Remove. To remove all the lot numbers from the Lot Number Selected list, choose Remove All.

6. Enter new lot numbers for the item.

7. Choose OK to save your changes.

Defining a serial number mask

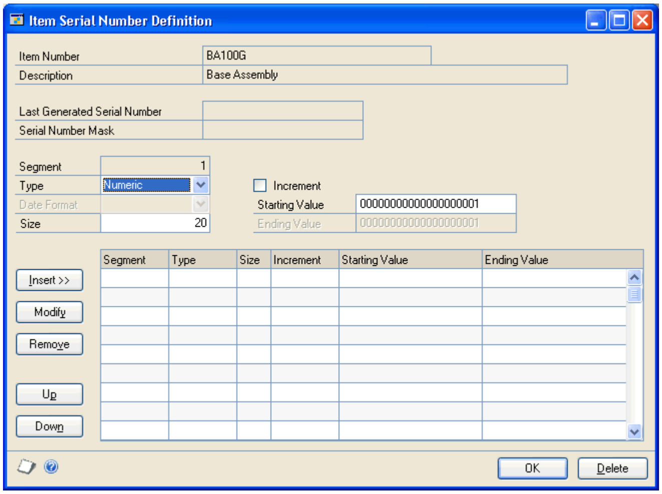
Use the Item Serial Number Definition window to set up serial number masks for serial-tracked items. A serial number mask is a pre-defined serial number format used to generate serial numbers automatically. With a serial number mask, you can specify starting and ending serial numbers for an item, create incrementing segments, and control the character type. You must create a serial number mask before you can automatically generate serial numbers in Purchase Order Processing.

To define a serial number mask:

1. Open the Item Maintenance window.
   (Cards >> Inventory >> Item)

2. Select an item, then choose Options to open the Item Maintenance Options window.

3. Choose Serial Numbers from the Track drop-down list, then choose the Track expansion button to open the Item Serial Number Definition window.


Item Serial Number Definition
Last Generated Serial Number
Serial Number Mask
Increment
Date Format
Segment
Type
Size
Increment
Starting Value
Ending Value
Insert >>
Modify
Remove
Up
Down
OK
Delete

Item Number: BA100G
Description: Base Assembly
Segment: 1
Type: Numeric
Size: 20
Starting Value: 00000000000000000001
Ending Value: 00000000000000000001

Information for the item you selected, including the last serial number that was generated and any current mask information, will appear.

4. Select a character type for the first segment: Numeric, Alpha, Symbol, User Date, or Space. The character type will determine which of the remaining fields are editable.

5. Enter a size, if you selected a character type of Alpha or Numeric.

   Symbol and Space character types must have a size of 1. The size of a User Date segment depends on the date format you select.

6. Mark Increment if you want this segment to increase each time a serial number is generated. You must have at least one segment marked to increment in order to automatically generate serial numbers for an item.

   You can use the Increment option only if the character type is Alpha or Numeric. Symbol and space characters do not change. User date segments automatically increment when the system date changes.

If more than one segment is marked to increment, the segments increment from right to left. For example, assume you have incrementing segments 0001-0001. The next serial number contains the segments 0001-0002. The first segment increments when the second reaches its maximum value (from 0001-9999 to 0002-0000). If the mask contains a date segment, other incrementing segments will reset when the date segment increments.

7. Enter starting and ending values.

   If you selected a type of User Date or Space, you won't be able to set starting and ending values. If you selected a type of Symbol, you will be able to enter a single character in the starting value field.

8. If you selected a character type of User Date, select a date format.

9. Choose the Insert button to add the segment to the serial number mask. The segment's starting value appears in the Serial Number Mask field.

10. Define and insert the remaining segments. Serial number masks can be a maximum of 20 characters long.

11. To move a segment to a different position in the serial number mask, select the segment, then choose Up or Down.

    Choose Remove to delete the selected segment or choose Modify to change the selected segment's information.

Generating serial numbers automatically

Use the Purchasing Serial Number Entry window to assign serial numbers for serial-tracked line items. You can assign serial numbers automatically, manually, or a combination of the two. In order to automatically generate serial numbers, you must first set up the item and its serial number mask. For more information, see *Defining a serial number mask* on page 146.

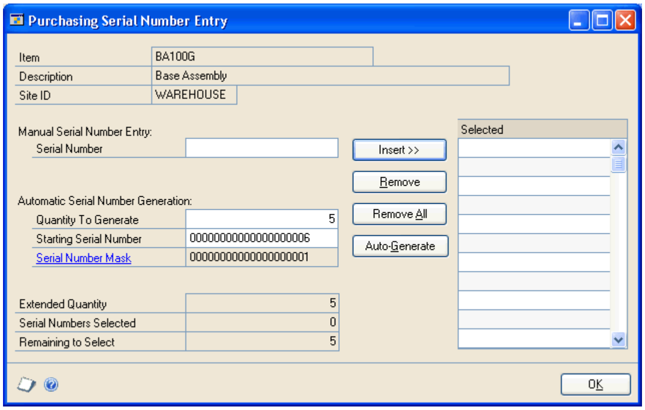
To generate serial numbers automatically:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Enter or select a shipment or shipment/invoice that includes at least one serial-numbered item.

3. Enter the quantity shipped for the line items that contain a serial number.

4. From the Quantity Shipped column, press TAB or choose the Quantity Shipped expansion button to open the Purchasing Serial Number Entry window. (This window automatically opens when you choose the Auto-Rcv. button in the Receivings Transaction Entry window and serial-numbered items are entered for the receipt.)


Purchasing Serial Number Entry
Manual Serial Number Entry:
Automatic Serial Number Generation:
Insert >>
Remove
Remove All
Auto-Generate
Selected
OK

Item: BA100G
Description: Base Assembly
Site ID: WAREHOUSE
Serial Number:
Quantity To Generate: 5
Starting Serial Number: 00000000000000000006
Serial Number Mask: 00000000000000000001
Extended Quantity: 5
Serial Numbers Selected: 0
Remaining to Select: 5

To set up a serial number mask for the item, click the Serial Number Mask link in the Purchasing Serial Number Entry window to open the Item Serial Number Definition window.

5. Enter the Quantity to Generate (optional). The default Quantity to Generate is the Remaining to Select quantity.

6. Edit the starting serial number, if necessary.

   If you modify the starting serial number, it must conform to the serial number mask. If you delete the starting serial number, you will not be able to automatically generate serial numbers for the item.

7. Choose Auto-Generate. Serial numbers for the items are inserted in the scrolling window. Numbers that already exist will be skipped.

   The number of serial numbers must equal the item's extended quantity before you can return to the Receivings Transaction Entry window or the Receivings Item Detail Entry window.

8. Choose OK to save the serial numbers that were automatically generated.

Entering serial numbers manually

Use the Purchasing Serial Number Entry window to assign serial numbers manually for shipment or shipment/invoice receipt line items.

To enter serial numbers manually:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Enter or select a shipment or shipment/invoice that includes at least one serial-numbered item.

3. Enter the quantity shipped for the line items that contain a serial number.

4. From the Quantity Shipped column, press TAB or choose the Quantity Shipped expansion button to open the Purchasing Serial Number Entry window.

   (This window automatically opens when you choose the Auto-Rcv. button in the Receivings Transaction Entry window and serial-numbered items are entered for the receipt.)

5. Enter a serial number.

6. Choose Insert to add the serial number to the scrolling window.

7. Continue entering serial numbers for the item.

   The number of serial numbers entered must equal the item’s extended quantity before you can move to the next line item in the Receivings Transaction Entry window or the Receivings Item Detail Entry window.

8. Choose OK to save the serial numbers you’ve added.

Removing serial numbers

Use the Purchasing Serial Number Entry window to remove serial numbers for shipment or shipment/invoice receipt line items. Whether you have auto-generated or manually entered serial numbers, you can always choose to remove an incorrect number from the scrolling window, correct or modify it and reinsert it. You cannot modify serial numbers once they are saved.

To remove serial numbers:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Enter or select a shipment or shipment/invoice that includes a serial-numbered item.

3. Select a line item that contains a serial number.

4. From the Quantity Shipped column, choose the Quantity Shipped expansion button to open the Purchasing Serial Number Entry window.

5. Select the serial number from the serial number selected list and choose Remove. To remove all the serial numbers from the serial number selected list, choose Remove All.

6. Enter new serial numbers for the item. The number of serial numbers entered must equal the item's extended quantity before you can move to the next line item in the Receivings Transaction Entry window or the Receivings Item Detail Entry window.

7. Choose OK to save your changes.

Multiple bins in Purchase Order Processing overview

Use multiple bins to add another level of detail to item quantity tracking. Besides tracking items within inventory sites, with multiple bins you can track item quantities in bins that reside within each site. Bin quantities are processed and displayed in the item's base unit of measure.

You can set up bin information when multiple bins functionality has been installed and registered. However, you must also enable this feature in Inventory Control before you can use bins to track items. For more information about enabling multiple bins, see the Inventory Control documentation.

Default bins for transaction types at each site can be identified for use in transactions. For example, a default bin could be created for purchasing transactions at your warehouse site. Default bins can also be identified for a particular item and transaction type at a site. If you always use Bin A when purchasing a certain item from your main site, for example, you can set up Bin A as the default purchase receipts bin for the item at the main site. Great Plains automatically creates item-site-bin relationships the first time a bin is used for a transaction.

When you enter a transaction, the default bin for the transaction type at the item-site or the site is used automatically. If there isn't a default bin at the item-site or at the site, you will be required to enter a bin. The item's on hand quantity increases at the defaulted bin within the site when you post a shipment or shipment/invoice.

If the site's default bin is used, an item-site-bin record is created automatically. If you delete the line or document after the item-site-bin record is automatically created, that item-site-bin record is not deleted.

You can transfer items from one bin to another. You can also remove bin records from a site or an item-site. You can select a range of bins to remove, and you can select a range of sites and items from which to remove bins.

For more information aboout setting up and using multiple bins, see the Inventory Control documentation.

Merging trade discount and purchase distributions

If you've marked the Merge Trade Discount Distributions in Purchasing option in the Company Setup Options window, the trade discount distributions will be merged with the purchases distribution for shipment/invoice receipts.

For example, assume that you've entered a purchase transaction of $100.00 with a trade discount of $15.00. If you've marked the Merge Trade Discount Distributions in Purchasing option, the trade discount distributions will be merged as in the following example.

Account	**Debit**	**Credit**
Account A PURCH	$85	
Account C PAY		$85

If you didn't mark the Merge Trade Discount Distributions in Purchasing option, the trade discount distributions are separated from the purchase distribution.

Account	Debit	Credit
Account A PURCH	$100	
Account B TRADE		$15
Account C PAY		$85

Distributing transaction amounts for shipment receipts

Use the Purchasing Distribution Entry window to redistribute transaction amounts to posting accounts. Transactions will be distributed automatically to the posting accounts assigned in the Vendor Account Maintenance window or the Item Account Maintenance window. If accounts aren't assigned to vendor or item records, the accounts assigned in the Posting Accounts Setup window will be used instead.

If you are using landed costs, the distributions are calculated for a landed cost but won't be displayed in the Purchasing Distribution Entry window. To view landed cost distributions, print the Receivings Edit List.

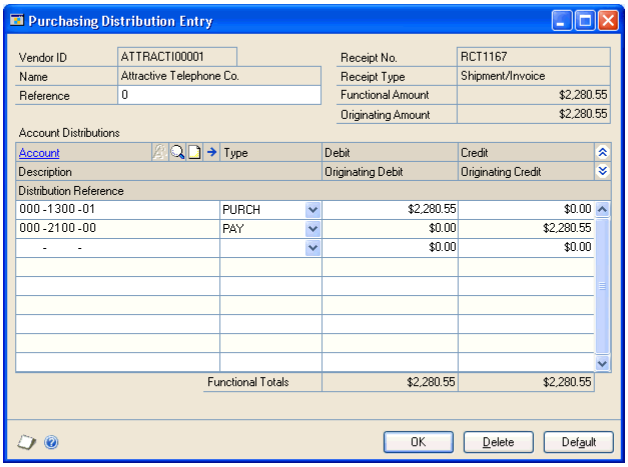
Currency amounts in the Purchasing Distribution Entry window are displayed in both the functional and originating currencies.

To distribute transaction amounts for shipment receipts:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Enter or select a shipment or shipment/invoice.

3. Choose Distributions to open the Purchasing Distribution Entry window.



Vendor ID	ATTRACTI00001	Receipt No.	RCT1167
Name	Attractive Telephone Co.	Receipt Type	Shipment/Invoice
Reference	0	Functional Amount	$2,280.55
		Originating Amount	$2,280.55

Account Distributions

Account Description Distribution Reference	Type	Debit Originating Debit	Credit Originating Credit
000 -1300 -01	PURCH	$2,280.55	$0.00
000 -2100 -00	PAY	$0.00	$2,280.55
- -		$0.00	$0.00
	Functional Totals	$2,280.55	$2,280.55

4. Enter a reference for the receipt, or accept the default. The reference entered will be posted to General Ledger.

5. Change the amounts for the default accounts. To distribute the transaction to multiple posting accounts, change the default amount in the scrolling window.

6. In the next available line, enter or select another purchasing distribution account, choose the distribution type and enter the next amount.

   If you want to remove a distribution, select it and choose Edit >> Delete Row. If you changed distribution accounts and amounts and decide you want to use the original distributions, choose Default.

7. Continue entering distribution accounts until your transaction is fully distributed.

8. Enter a distribution reference (optional).

   This is the reference that will post as the General Ledger distribution reference for the account. If you leave this field blank, the reference information entered in the Reference field will post to General Ledger.

9. Choose OK to save your entries. Continue entering the transaction. You can save the transaction if it's not fully distributed, but you won't be able to post until the full amount is distributed and debits equal credits.

Entering Intrastat trade statistics

Use the Purchasing Intrastat Entry window to enter the information required to create the Intrastat Trade Report you submit to your government. You can enter Intrastat statistics for each line item. For information about setting up Intrastat codes, refer to your System Setup instructions (Help >> Contents >> select Setting Up the System).

Intrastat is the system for collecting statistics on the trade of goods between European Union (EU) countries. Intrastat data is required for all items either bought from EU vendors or sold to EU customers, and must be provided on a monthly basis. Requirements for Intrastat are similar in all EU countries. The government uses these statistics as an economic indicator.

If Intrastat information was entered for the vendor's ship from address ID, that information appears in this window. Each time you enter a new line item, the Intrastat statistics from the previous line item will be the default Intrastat entry for the new line item. You can use the Purchasing Intrastat Entry window to change Intrastat information for an individual transaction, or to enter Intrastat information if none was entered for the vendor.

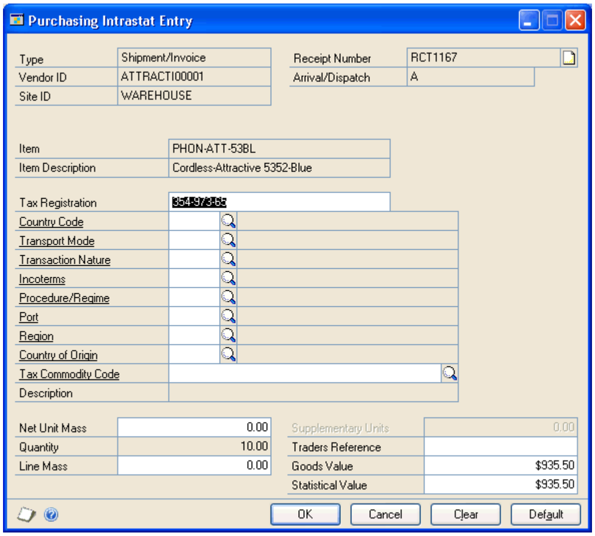
You can enter Intrastat statistics only if you have marked to enable Intrastat tracking in the Company Setup Options window.

To enter Intrastat trade statistics:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Enter the shipment/invoice receipt and mark the EU transaction option.

3. Choose the EU button to open the Purchasing Intrastat Entry window. You can also open the Purchasing Intrastat Entry window by choosing the EU button in the Receivings Item Detail Entry window.


Purchasing Intrastat Entry
Country Code
Transport Mode
Transaction Nature
Incoterms
Procedure/Regime
Port
Region
Country of Origin
Tax Commodity Code
Description
Supplementary Units 0.00
Traders Reference
OK
Cancel
Clear
Default

Type: Shipment/Invoice
Vendor ID: ATTRACTI00001
Site ID: WAREHOUSE
Receipt Number: RCT1167
Arrival/Dispatch: A
Item: PHON-ATT-53BL
Item Description: Cordless-Attractive 5352-Blue
Tax Registration: 354-973-65
Net Unit Mass: 0.00
Quantity: 10.00
Line Mass: 0.00
Goods Value: $935.50
Statistical Value: $935.50

4. Enter Intrastat information, or change the default entries, if necessary.

5. In the Net Unit Mass field, enter the weight of the goods in kilograms or accept the default.

6. Enter the quantity of the goods being purchased.

   The line mass displays the total mass per item and is calculated automatically when you press TAB on the Quantity field. The line mass total is equal to the amount entered in the Unit Mass field multiplied by the amount entered in the Quantity field.

7. Enter a supplementary units amount, if applicable. The supplementary units amount is simply a second quantity. Supplementary unit amounts are required by the EU Combined Nomenclature for certain goods.

8. In the Traders Reference field, enter a reference code, such as an invoice or dispatch number, or any other information that will identify the transaction.

9. Enter a goods value and statistical value, if applicable.
10. Choose OK to save the record.

Chapter 14: Invoice Receipt Entry

Enter an invoice receipt to record an invoice received for a shipment receipt entered and posted earlier, or to record an invoice received for a shipment that you have not yet received. You also can enter an invoice for drop-ship purchase order line items and blanket drop-ship purchase order line items. You can enter invoice receipt transactions in a batch or enter and post them individually. Invoice receipts can't be saved unless they're in a batch.

This information is divided into the following sections:

- *Entering an invoice receipt*
- *Matching shipments to an invoice receipt*
- *Invoicing items without a purchase order*
- *Automatically invoicing purchase order items*
- *Using the Select Purchase Order Items window*
- *Invoicing items from multiple purchase orders*

Entering an invoice receipt

Use the Purchasing Invoice Entry window to enter, save, and post invoice receipts. You can enter detailed information for each invoice. You can include items from multiple purchase orders (from a single vendor) on an invoice receipt. If you are using landed costs, you can enter a landed cost as a line item.

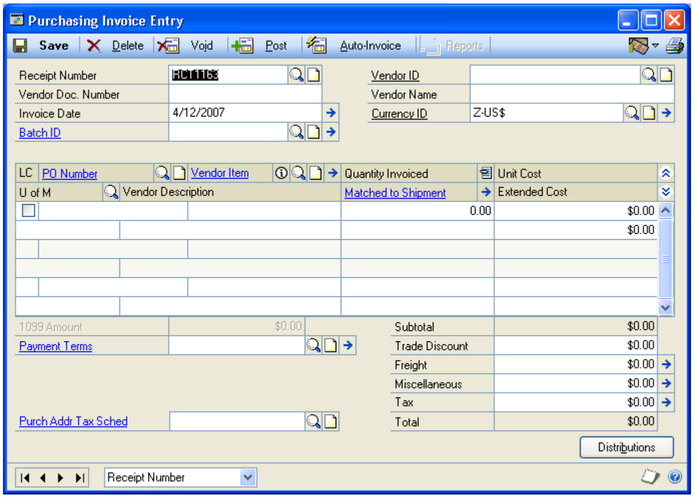
You can enter and save, but not post, invoice receipts for purchase orders that are on hold. If an invoice for an on hold purchase order is saved to a batch, the batch can be posted, but the invoice for the on hold purchase order will remain in the batch.

If you expect to receive multiple invoices for a single shipment, we recommend that you post the shipment receipt and invoice receipts separately instead of entering a shipment/invoice receipt document. If you enter a single shipment/invoice receipt document (with Quantity Shipped greater than Quantity Invoiced) in the Receivings Transaction Entry window and later enter additional invoice documents, amounts in General Ledger and Inventory won't match.

You can use the Extras >> View >> Currency menu option or the currency list button to view amounts in the Purchasing Invoice Entry window in originating or functional currency.

To enter an invoice receipt:

1. Open the Purchasing Invoice Entry window.
   (Transactions >> Purchasing >> Enter/Match Invoices)



Purchasing Invoice Entry
Save
Delete
Void
Post
Auto-Invoice
Reports
Vendor ID
Vendor Name
LC
PO Number
Vendor Item
Quantity Invoiced
Unit Cost
U of M
Vendor Description
Matched to Shipment
Extended Cost
Distributions

Receipt Number: RCT1163
Vendor Doc. Number:
Invoice Date: 4/12/2007
Batch ID:
Currency ID: Z-US$
Quantity Invoiced: 0.00
Unit Cost: $0.00
Extended Cost: $0.00
1099 Amount: $0.00
Payment Terms:
Purch Addr Tax Sched:
Subtotal: $0.00
Trade Discount: $0.00
Freight: $0.00
Miscellaneous: $0.00
Tax: $0.00
Total: $0.00
Receipt Number

2. Enter or select the receipt number.

3. Enter a vendor document number.

4. Enter the invoice date.

To enter a General Ledger posting date that is different from the invoice date, choose the Invoice Date expansion button; the Purchasing Invoice Date Entry window will open, where you can enter date information.

For multicurrency transactions, the document date determines which exchange rate is used, based on the currency ID that's entered for the transaction and the associated rate type.

5. Enter or select a batch ID (optional).

If you've received the invoice, but not the shipment, you'll need to save the invoice receipt in a batch until you receive and post the shipment. Then you can match the invoice to the shipment and post the invoice.

Invoices entered for drop-ship purchase orders and drop-ship blanket purchase orders won't be matched because you can't enter a shipment receipt for a drop-ship purchase order or a drop-ship blanket purchase order.

In multicurrency transactions, if the batch posting date does not fall on or before the exchange rate's expiration date, you will receive a message. Choose Yes to open the Batch Entry window and change the batch posting date. If you choose No, you will be able to save but not post the receipt.

See *Creating a purchasing receipt batch* on page 122 for more information.

6. Enter or select a vendor ID.

7. Enter or select a currency ID, or change the currency ID that appears as a default entry.

   If the currency ID is not the company's functional currency, a rate type and associated exchange rate table are assigned to the transaction. The currency ID assigned to the invoice must match the currency ID of the purchase order being received against.

8. Mark the LC option if you want to enter a landed cost.

9. Enter the purchase order number.

   You can leave this field blank if you're entering an invoice for a shipment received without a purchase order. You can receive invoices for multiple purchase orders by entering or selecting a different purchase order number in a new row.

   You won't be able to enter a purchase order number if you are invoicing a landed cost. You will specify the purchase order you are matching the to the landed cost in the Match Options window.

10. Enter items using either the vendor's item number or your company's item number. If you marked the LC option, you can enter a landed cost as an item.

    You can display the vendor's item number by marking Extras >> Options >> Display Vendor Item. If the option is not marked, your company's item number will be displayed. You can change this selection at any time.

11. Enter the quantity invoiced, which is the number of items on the vendor's invoice.

    If multiple shipments exist for the line item, you'll get a message asking if you want to match the invoice line items to items on a shipment or shipment/invoice before you move to the next line item.

    - Choose Yes and the Match Shipments to Invoice window will open, where you can choose which line items can be matched.
    - Choose No and the line items automatically will be matched in shipment receipt number order.

    For more information, see *Matching shipments to an invoice receipt* on page 163.

    An icon will be displayed in the Quantity Invoiced field for drop-ship purchase order line items with sales commitments. Select a line item and choose the button next to the Quantity Invoiced heading to view commitments in the Sales Commitments for Purchase Order window. If the purchase order line item is committed to more than one sales order line item, you can use the Sales Commitments for Purchase Order window to specify the sequence in which the sales line items will be received. For more information, see *Committing purchase orders to sales documents* on page 56.

12. Enter trade discount, freight, miscellaneous, and tax amounts.

    Taxes will be calculated automatically as you enter items. For more information about tax calculations, see Chapter 17, "Taxes for Receipts." If you want to change the tax amounts for the document, see *Calculating and distributing summary taxes for invoice receipts* on page 198. If you want to change the tax amounts for a line item, see *Calculating and distributing detail taxes for invoice line items* on page 200.

13. Enter or accept the 1099 amount, if applicable.

14. Choose Distributions to open the Purchasing Invoice Distribution Entry window, where you can make changes to account distributions. See *Distributing transaction amounts for invoice receipts* on page 176 for more information.

15. Choose Save or Post. If you post, the invoiced quantities for each item on the receipt must be fully matched to shipment quantities.

    One or more posting journals and distribution breakdown registers may be printed, depending on the options selected in the Posting Setup window. If you saved the transaction to a batch, you can print an edit list.

Matching shipments to an invoice receipt

Use the Match Shipments to Invoice window if you've entered shipments in the Receivings Transaction Entry window and want to match the line items on the shipments to an invoice you're entering in the Purchasing Invoice Entry window. Invoices entered for drop-ship purchase orders or drop-ship blanket purchase orders won't be matched because you can't enter a shipment receipt for a drop-ship purchase order or a drop-ship blanket purchase order. For information about matching shipment line items to landed costs, see *Matching landed costs to shipment line items* on page 186. Landed costs aren't automatically matched.

To match shipments to an invoice receipt:

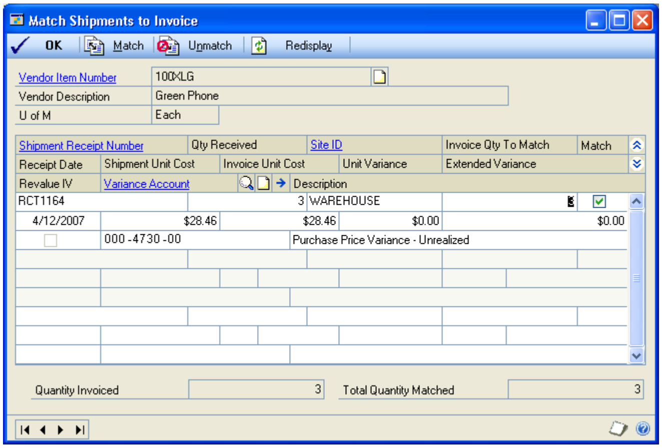
1. Open the Purchasing Invoice Entry window.
   (Transactions >> Purchasing >> Enter/Match Invoices)

2. Enter the receipt number, vendor document number, invoice date, and vendor ID.

3. Enter the PO number and line items.

4. Enter the quantity invoiced. If multiple shipments exist for the line item, you'll get a message asking whether you want to automatically match the invoice line items to items on a shipment or shipment/invoice when you move to the next line.

5. Choose Yes and the Match Shipments to Invoice window will open, where you can choose which line items can be matched. (If you choose No, the line items will be matched in shipment receipt number order.)



Vendor Item Number: 100XLG
Vendor Description: Green Phone
U of M: Each

Shipment Receipt Number	Qty Received	Site ID	Invoice Qty To Match	Match
Receipt Date	Shipment Unit Cost	Invoice Unit Cost	Unit Variance	Extended Variance
Revalue IV	Variance Account	Description		
RCT1164	3	WAREHOUSE		☑
4/12/2007	$28.46	$28.46	$0.00	$0.00
☐	000 -4730 -00	Purchase Price Variance - Unrealized		

Quantity Invoiced: 3
Total Quantity Matched: 3

Currency amounts in this window may be displayed in functional or originating currency, depending on the view selected in the Purchasing Invoice Entry window.

6. Select the shipment line items you want to match to the invoice.

7. Verify or change the default price variance posting account (optional). The difference between the shipment unit cost and the invoice cost, if any, will be posted to this account. Any unrealized purchase price variance associated with the shipment lines will also be posted to this account.

8. Choose OK to save your changes and to close the Match Shipments to Invoice window.

9. In the Purchasing Invoice Entry window, enter trade discount, freight, miscellaneous, and tax amounts. Also enter a 1099 amount, if applicable.

10. Choose Distributions to open the Purchasing Invoice Distribution Entry window, where you can make changes to account distributions.

    - To add additional accounts, select the account and enter an amount.
    - To remove an account, select the row containing the account and choose Edit >> Delete Row.
    - To restore the original distributions, choose Default.

    If you are using landed costs, the distributions are calculated for a landed cost but won't be displayed in the Purchasing Invoice Distribution Entry window. To view landed cost distributions, print the Purchasing Invoice Edit List.

    See *Distributing transaction amounts for invoice receipts* on page 176 for more information.

11. Save or post the transaction. If you post, the invoiced quantities for each item on the receipt must be fully matched to shipment quantities.

    One or more posting journals and distribution breakdown registers may be printed, depending on the options selected in the Posting Setup window. If you saved the transaction to a batch, you can print an edit list.

Invoicing items without a purchase order

In the Purchasing Invoice Entry window, you can enter invoice receipts for items not included on the original purchase order or items not associated with a purchase order.

To set up this option, you must select Allow Receiving Without a Purchase Order in the Purchase Order Processing Setup window. You may assign a password that must be entered before entering a line item not assigned to a purchase order. See *Setting up Purchase Order Processing preferences and default entries* on page 11 for more information.

To invoice items without a purchase order:

1. Open the Purchasing Invoice Entry window.
   (Transactions >> Purchasing >> Enter/Match Invoices)

2. Enter the receipt number, vendor document number, invoice date, and vendor ID.

3. To add vendor items or items that weren't included on the original purchase order, simply leave the PO number field blank. You don't have to enter a purchase order if you've set up the system to allow receiving items without a purchase order.

   To enter a landed cost, mark the LC option and enter a landed cost as an item.

4. Continue entering the invoice.

   If you enter a non-inventoried item that isn't assigned to a purchase order, you'll need to enter a unit cost. If you enter a non-inventoried item that's assigned to a purchase order, the unit cost from the purchase order will be displayed and you can change the cost.

5. Save or post the transaction. If you post, the invoiced quantities for each item on the receipt must be fully matched to shipment quantities.

   One or more posting journals and distribution breakdown registers may be printed, depending on the options selected in the Posting Setup window. If you've saved the transaction to a batch, you can print an edit list.

Automatically invoicing purchase order items

Use the Select Purchase Order window to select a purchase order to quickly enter line items on a invoice receipt.

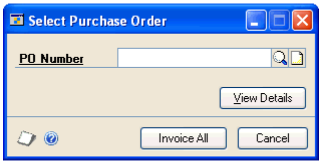
To automatically invoice purchase order items:

1. Open the Purchasing Invoice Entry window.
   (Transactions >> Purchasing >> Enter/Match Invoices)

2. Enter the receipt number, vendor document number, and invoice date.

3. Choose the Auto-Invoice button. The Select Purchase Order window will open.

If you entered a vendor ID, the Select Purchase Order Items window will open instead of the Select Purchase Order window.



4. Enter or select the purchase order for which you want to invoice all line items.

5. Choose Invoice All in the Select Purchase Order window to automatically invoice all items on the selected purchase order. Landed costs aren't included when you automatically invoice items. You must enter the landed costs on the invoice.

   The control blanket line item for a blanket purchase order or a drop-ship blanket purchase order isn't included when you automatically invoice items. Blanket line items with a New status won't be included, either. You can use the Purchasing Invoice Entry window to enter blanket line items with a New status.

   If you choose to view details in the Select Purchase Order window, the Select Purchase Order Items window will open, and the purchase order line items will be marked to receive. Landed costs won't appear in the Select Purchase Order Items window.

   Drop-ship blanket line items with a New status won't be marked when you choose Mark All. Line items with a New status for a drop-ship purchase order with an expired contract date won't be marked, either. To invoice these items, you must mark the items individually.

6. Choose OK to save information and to close the Select Purchase Order window.

7. If the Allow Receiving Without a Purchase Order option is marked in Purchase Order Processing Setup, you can enter items or vendor items that don't exist on the purchase order.

8. You can enter blanket line items with a New status if you are invoicing items from a blanket purchase order or a drop-ship blanket purchase order.

9. To enter a landed cost, mark the LC option and enter a landed cost as an item.

10. Edit trade discount, freight, miscellaneous, and tax amounts. Also enter a 1099 amount, if applicable.

    Taxes will be calculated automatically as you enter items. For more information about tax calculations, see Chapter 17, "Taxes for Receipts." If you want to change the tax amounts for the document, see *Calculating and distributing summary taxes for shipment/invoice receipts* on page 191. If you want to change the tax amounts for a line item, see *Calculating and distributing detail taxes for shipment/invoice line items* on page 194.

11. Choose Distributions to open the Purchasing Invoice Distribution Entry window, where you can make changes to account distributions.

    - To add additional accounts, select the account and enter an amount.
    - To remove an account in the scrolling window, select the row containing the account and choose Edit >> Delete Row.
    - To restore the original distributions, choose Default.

    If you are using landed costs, the distributions are calculated for a landed cost but won't be displayed in the Purchasing Invoice Distribution Entry window. To view landed cost distributions, print the Purchasing Invoice Edit List.

    See *Distributing transaction amounts for invoice receipts* on page 176 for more information.

12. Save or post the transaction. If you post, the invoiced quantities for each item on the receipt must be fully matched to shipment quantities.

    One or more posting journals and distribution breakdown registers may be printed, depending on the options selected in the Posting Setup window. If you've saved the transaction to a batch, you can print an edit list.

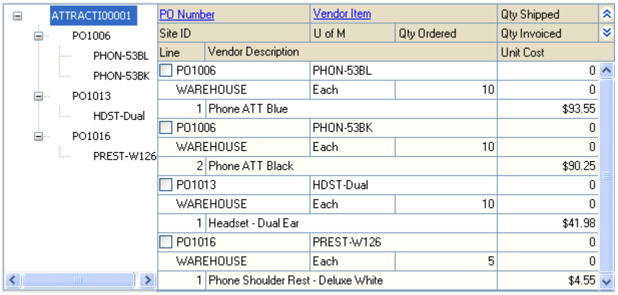
Using the Select Purchase Order Items window

Use the Select Purchase Order Items window to invoice line items that have been received from multiple purchase orders. In the Select Purchase Order Items window, the tree view and the Sort By option control the information that is displayed. When you change the focus in the tree view, or when you choose a different sorting option, the information in the window is refreshed.

The scrolling window shows detail about the object selected in the tree view. When you highlight a different object in the tree view, such as a purchase order or a site, only the information about that object is displayed in the scrolling window. To display all information for a vendor, you must select the vendor ID in the tree view.

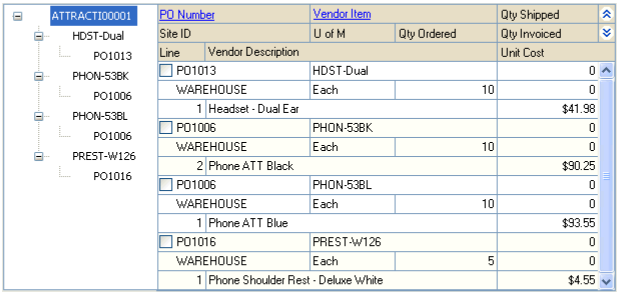
The sorting option you select determines the order in which objects appear in the tree view and the scrolling window. You can sort objects in four ways:

PO/Items Objects in the tree view and scrolling window are sorted first by purchase order number, then by the order items were entered on the purchase orders.



PO Number	Vendor Item		Qty Shipped
Site ID	U of M	Qty Ordered	Qty Invoiced
Line	Vendor Description		Unit Cost
☐ PO1006	PHON-53BL		0
WAREHOUSE	Each	10	0
1	Phone ATT Blue		$93.55
☐ PO1006	PHON-53BK		0
WAREHOUSE	Each	10	0
2	Phone ATT Black		$90.25
☐ PO1013	HDST-Dual		0
WAREHOUSE	Each	10	0
1	Headset - Dual Ear		$41.98
☐ PO1016	PREST-W126		0
WAREHOUSE	Each	5	0
1	Phone Shoulder Rest - Deluxe White		$4.55

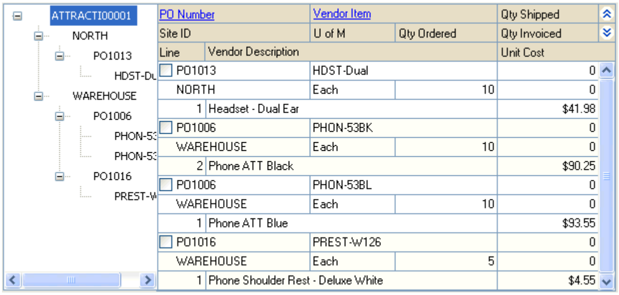
Item Number/PO Objects in the tree view and scrolling window are sorted first by item number, then by purchase order number under each item.



ATTRACTI00001
HDST-Dual
PO1013
PHON-53BK
PO1006
PHON-53BL
PO1006
PREST-W126
PO1016

PO Number	Vendor Item		Qty Shipped
Site ID	U of M	Qty Ordered	Qty Invoiced
Line	Vendor Description		Unit Cost
☐ PO1013	HDST-Dual		0
WAREHOUSE	Each	10	0
1	Headset - Dual Ear		$41.98
☐ PO1006	PHON-53BK		0
WAREHOUSE	Each	10	0
2	Phone ATT Black		$90.25
☐ PO1006	PHON-53BL		0
WAREHOUSE	Each	10	0
1	Phone ATT Blue		$93.55
☐ PO1016	PREST-W126		0
WAREHOUSE	Each	5	0
1	Phone Shoulder Rest - Deluxe White		$4.55

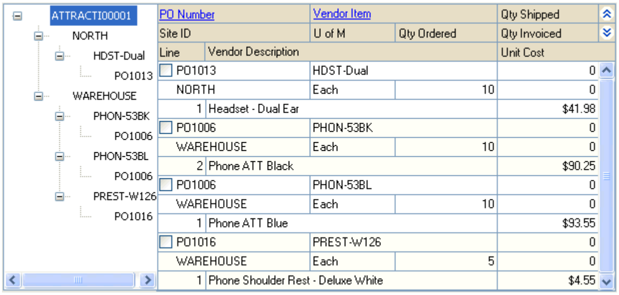
Site/PO/Item Number Objects in the tree view and scrolling window are sorted first by site, then by purchase order number under each site, then by item number under each purchase order.



ATTRACTI00001
NORTH
PO1013
HDST-Du
WAREHOUSE
PO1006
PHON-53
PHON-53
PO1016
PREST-W

PO Number	Vendor Item		Qty Shipped
Site ID	U of M	Qty Ordered	Qty Invoiced
Line	Vendor Description		Unit Cost
☐ PO1013	HDST-Dual		0
NORTH	Each	10	0
1	Headset - Dual Ear		$41.98
☐ PO1006	PHON-53BK		0
WAREHOUSE	Each	10	0
2	Phone ATT Black		$90.25
☐ PO1006	PHON-53BL		0
WAREHOUSE	Each	10	0
1	Phone ATT Blue		$93.55
☐ PO1016	PREST-W126		0
WAREHOUSE	Each	5	0
1	Phone Shoulder Rest - Deluxe White		$4.55

Site/Item Number/PO Objects in the tree view and scrolling window are sorted first by site, then by item number under each site, then by purchase order number under each item.



PO Number		Vendor Item		Qty Shipped
Site ID		U of M	Qty Ordered	Qty Invoiced
Line	Vendor Description			Unit Cost
☐ PO1013		HDST-Dual		0
NORTH		Each	10	0
1	Headset - Dual Ear			$41.98
☐ PO1006		PHON-53BK		0
WAREHOUSE		Each	10	0
2	Phone ATT Black			$90.25
☐ PO1006		PHON-53BL		0
WAREHOUSE		Each	10	0
1	Phone ATT Blue			$93.55
☐ PO1016		PREST-W126		0
WAREHOUSE		Each	5	0
1	Phone Shoulder Rest - Deluxe White			$4.55

Invoicing items from multiple purchase orders

Use the Select Purchase Order Items window to invoice line items that have been received from multiple purchase orders. Only items with posted shipments and quantities remaining to be invoiced will be displayed. See *Entering an invoice receipt* on page 159 for more information. Landed costs won't appear in the Select Purchase Order Items window.

To invoice items from multiple purchase orders:

1. Open the Purchasing Invoice Entry window.
   (Transactions >> Purchasing >> Enter/Match Invoices)

2. Enter the receipt number, vendor document number, and invoice date.

3. Enter or select a vendor ID. The currency ID assigned to the vendor will be the default currency ID for the receipt.

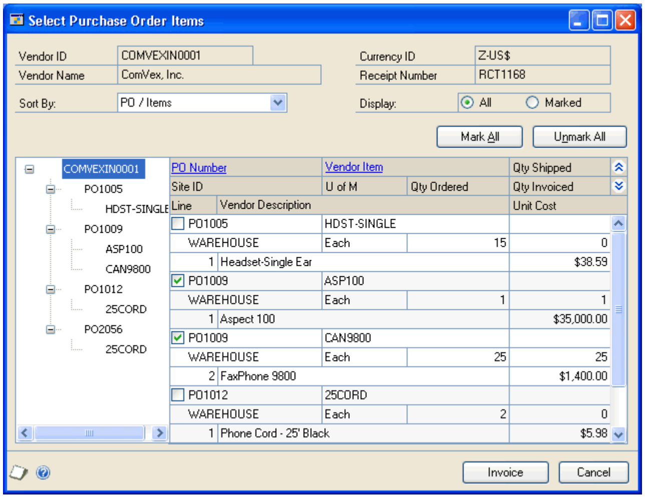
4. Choose the Auto-Invoice button. The Select Purchase Order Items window will open.

   Items with posted shipments and quantities remaining to be invoiced will be displayed. The control blanket line item for a blanket purchase order or a drop-ship blanket purchase order isn't included when you automatically invoice items.

   If only a Vendor ID is displayed, the selected vendor does not have any purchase orders with items that have been received, but not invoiced.

Only purchase orders with currency IDs that match the invoice will be displayed.

If you know the purchase order number but not the vendor ID, you can choose Auto-Invoice without entering a vendor ID. The Select Purchase Order window will open. The vendor and currency ID for the invoice will come from the purchase order you select.



Vendor ID COMVEXIN0001
Vendor Name ComVex, Inc.
Sort By: PO / Items
Currency ID Z-US$
Receipt Number RCT1168
Display: ● All ○ Marked

PO Number	Vendor Item		Qty Shipped
Site ID	U of M	Qty Ordered	Qty Invoiced
Line	Vendor Description		Unit Cost
☐ PO1005	HDST-SINGLE		
WAREHOUSE	Each	15	0
1	Headset-Single Ear		$38.59
☑ PO1009	ASP100		
WAREHOUSE	Each	1	1
1	Aspect 100		$35,000.00
☑ PO1009	CAN9800		
WAREHOUSE	Each	25	25
2	FaxPhone 9800		$1,400.00
☐ PO1012	25CORD		
WAREHOUSE	Each	2	0
1	Phone Cord - 25' Black		$5.98

5. Select a sorting option.

6. Mark the check boxes next to the items you want to invoice. To select all items displayed in the scrolling window, choose Mark All.

   Drop-ship blanket line items with a New status won't be marked when you choose Mark All. Line items with a New status for a drop-ship purchase order with an expired contract date won't be marked, either. To invoice these items, you must mark the items individually.

When you choose Mark All or Unmark All in the Select Purchase Order Items window, only items displayed in the scrolling window will be marked or unmarked. For example, if a purchase order is selected in the tree view, only items from that purchase order will be displayed in the scrolling window, and only those items will be marked when you choose Mark All. To mark or unmark all items for a vendor, the vendor ID must be selected in the tree view.

7. Select whether to display all items or only items marked to invoice.

8. Edit Quantity Invoiced and Unit Cost amounts, if necessary. If you edit an item in the scrolling window, it will be marked to invoice.

9. Choose the Invoice button to add the items to your invoice. The Select Purchase Order Items window will close, and the items you marked will appear in the Purchasing Invoice Entry window.

   To cancel your selections, choose Cancel. To revert all displayed items to unmarked, choose Unmark All.

10. In the Purchasing Invoice Entry window, save or post the transaction. If you post, the invoiced quantities for each item on the receipt must be fully matched to shipment quantities.

Chapter 15: Invoice Receipt Detail Entry

The Purchasing Invoice Entry window is designed to resemble a physical invoice document and includes vendor, line item, and total information. Use the buttons in the Purchasing Invoice Entry window to open windows where you can enter detailed information about distributions and Intrastat trade statistics.

This information is divided into the following sections:

- *Merging trade discount and purchase distributions*
- *Distributing transaction amounts for invoice receipts*
- *Entering Intrastat trade statistics*

Merging trade discount and purchase distributions

If you've marked the Merge Trade Discount Distributions in Purchasing option in the Company Setup Options window, the trade discount distributions will be merged with the purchases distribution for invoice receipts.

For example, assume that you've entered a purchase transaction of $100.00 with a trade discount of $15.00. If you've marked the Merge Trade Discount Distributions in Purchasing option, the trade discount distributions will be merged as in the following example.

Account	Debit	Credit
Account A PURCH	$85	
Account C PAY		$85

If you didn't mark the Merge Trade Discount Distributions in Purchasing option, the trade discount distributions are separated from the purchase distribution.

Account	Debit	Credit
Account A PURCH	$100	
Account B TRADE		$15
Account C PAY		$85

Distributing transaction amounts for invoice receipts

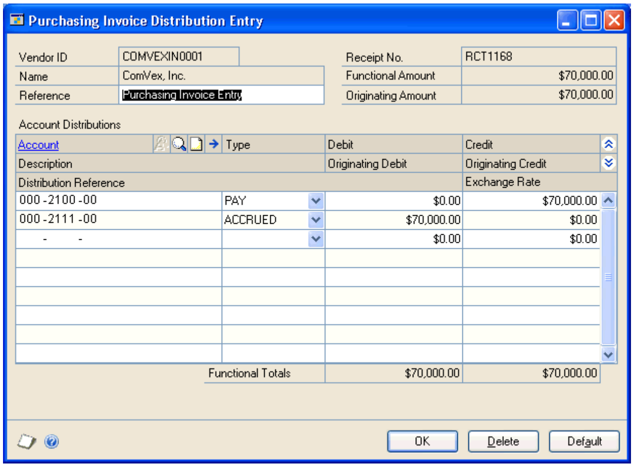
Use the Purchasing Invoice Distribution window to distribute transaction amounts for invoices. Transactions will be distributed automatically to posting accounts; however, those distributions can be edited.

To distribute transaction amounts for invoice receipts:

1. Open the Purchasing Invoice Entry window.
   (Transactions >> Purchasing >> Enter/Match Invoices)

2. Enter or select an invoice.

3. Choose Distributions to open the Purchasing Invoice Distribution Entry window.



Vendor ID	COMVEXIN0001	Receipt No.	RCT1168
Name	ComVex, Inc.	Functional Amount	$70,000.00
Reference	Purchasing Invoice Entry	Originating Amount	$70,000.00

Account Description Distribution Reference	Type	Debit Originating Debit	Credit Originating Credit Exchange Rate
000 -2100 -00	PAY	$0.00	$70,000.00
000 -2111 -00	ACCRUED	$70,000.00	$0.00
- -		$0.00	$0.00
	Functional Totals	$70,000.00	$70,000.00

4. In the Reference field, change the reference displayed (optional). The reference entered will post to General Ledger as the reference for the receipt.

5. Change the amounts for the default accounts.

6. You can distribute a transaction to multiple posting accounts. Change the default amount in the scrolling window.

7. In the next available line, enter or select another purchasing distribution account, choose the distribution type and enter the next amount.

   If you want to delete an account, select the row containing it and choose Edit >> Delete Row. If you changed distribution accounts and amounts and want to use the original distributions, choose Default.

8. Continue entering distribution accounts until your transaction is fully distributed.

9. Enter a reference or accept the default. This is the reference that will be posted as the General Ledger distribution reference for the account.

10. Choose OK to save your entries and continue entering the transaction. You can save the transaction if it's not fully distributed, but you won't be able to post until the full amount is distributed and debits equal credits.

Entering Intrastat trade statistics

Use the Purchasing Intrastat Entry window to enter the information required to create the Intrastat Trade Report you submit to your government. You can enter Intrastat statistics for each line item. For information about setting up Intrastat codes, refer to your System Setup instructions (Help >> Contents >> select Setting Up the System).

Intrastat is the system for collecting statistics on the trade of goods between European Union (EU) countries. Intrastat data is required for all items either bought from EU vendors or sold to EU customers, and must be provided on a monthly basis. Requirements for Intrastat are similar in all EU countries. The government uses these statistics as an economic indicator.

If Intrastat information was entered for the vendor's ship from address ID, that information appears in this window. Each time you enter a new line item, the Intrastat statistics from the previous line item will be the default Intrastat entry for the new line item.You can use the Purchasing Intrastat Entry window to change Intrastat information for an individual transaction, or to enter Intrastat information if none was entered for the vendor.

You can enter Intrastat statistics only if you have marked to enable Intrastat tracking in the Company Setup Options window.

To enter Intrastat trade statistics:

1. Open the Purchasing Invoice Entry window.
   (Transactions >> Purchasing >> Enter/Match Invoices)

2. Enter the EU transaction, including the vendor ID and the goods value.

3. Choose the EU button to open the Purchasing Intrastat Entry window. You can also open the Purchasing Intrastat Entry window by choosing the EU button in the Receivings Item Detail Entry window.

4. Enter Intrastat information, or change the default entries, if necessary.

5. In the Net Unit Mass field, enter the weight of the goods in kilograms.

6. Enter the quantity of the goods being purchased.

   The line mass displays the total mass per item and is calculated automatically when you press TAB on the Quantity field. The line mass total is equal to the amount entered in the Unit Mass field multiplied by the amount entered in the Quantity field.

7. Enter a supplementary units amount, if applicable. The supplementary units amount is simply a second quantity. Supplementary unit amounts are required by the EU Combined Nomenclature for certain goods.

8. In the Traders Reference field, enter a reference code, such as an invoice or dispatch number, or any other information that will identify the transaction.

9. Enter a goods value and statistical value, if applicable.

10. Choose OK to save the record.

Chapter 16: Landed Costs for Receipts

Landed costs are the additional costs that might be associated with purchasing a product. For example, if you purchase items from another country/region, the amount you must pay also might include freight costs, or duties.

To assign a landed cost to all the items on a shipment receipt, use the Receivings Landed Cost Apportionment window. To assign a landed cost to an item on a shipment receipt, use the Receivings Landed Cost Entry window.

This information is divided into the following sections:

- *How landed costs are apportioned*
- *Invoice matching and distributions*
- *Entering landed costs for a shipment receipt*
- *Entering landed costs for a shipment item*
- *Matching landed costs to shipment line items*

How landed costs are apportioned

In the Receivings Landed Cost Apportionment window, you can select how to apportion or distribute the landed cost amounts among line items.You can apportion a calculation method of Flat Amount by Value, Quantity, or Weight. If the calculation method is Flat Amount per Unit or Percent of Extended Cost, the landed costs will be created for all line items.

During the apportionment calculation, a remaining amount for the flat amount is tracked. The calculated apportionment amount for each line item is subtracted from the remaining amount. If a remaining amount can't be distributed across items due to rounding, it will be distributed to the last line item.

Quantity apportionment calculation

If you selected to apportion landed costs by quantity, the calculation for apportionment is a line item's quantity shipped - the quantity rejected / the sum of all line items' quantity shipped - quantity rejected x the Flat Amount.

For example, assume that you have the following receipt line items entered. The calculation amount for the landed cost is Flat Amount and the Flat Amount is $50.00.

Item	**Qty shipped**	**Qty rejected**	**Unit cost**	**Extended cost**
Item1	10	2	10.00	80.00
Item2	2	0	20.00	40.00
Item3	6.5467	0.000	2	13.09

The landed cost would be apportioned as follows:

Item	**Qty shipped**	**Qty rejected**	**Net qty shipped**	**Landed cost calculation**	**Remaining amt**	**Landed cost amt**
Item1	10	2	8	(8/16.5467) x 50 = 24.17	50.00 - 24.17 =26.83	24.17
Item2	2	0	2	(2/16.5467) x 50 = 6.04	26.83 - 6.04 = 19.79	6.04
Item3	6.5467	0.000	6.5467	(6.5467/16.5467) x 50 = 19.78	19.79 - 19.78 = .01	19.79
Total	18.5467	2	16.5467		50.00	50.00

Note that the last item received the remaining $.01.

Value apportionment calculation

If you selected to apportion landed costs by Value, the calculation for apportionment is the percent of the line item’s value to the total of all the line items’ value x the Flat Amount.

The percent is calculated as [(Individual Line Item’s Qty Shipped - Individual Line Item’s Qty Rejected) x Originating Unit Cost]/ Sum of all line item’s [Qty Shipped- Qty Rejected) x Originating Unit Cost)].

For example, assume that you have the following receipt line items entered. The calculation amount for the landed cost is Flat Amount and the Flat Amount is $50.00.

Item	**Qty shipped**	**Qty rejected**	**Unit cost**	**Extended cost**
Item1	10	2	10.00	80.00
Item2	5	0	20.00	100.00
Item3	6.5467	0.000	2	13.09

The landed cost would be apportioned as follows

Item	**Landed cost calculation**	**Remaining amt**	**Landed cost amt**
Item1	[[(10-2) x 10.00)]/[(10-2) x 10.00]+ [(5-0) x 20.00]+[(6.5467-0.0000) x 2.00]]x 50.00 = 20.72	50.00 - 20.72 = 29.28	20.72
Item2	[[(5-0) x 20.00)]/[(10-2) x 10.00]+ [(5-0) x 20.00]+[(6.5467-0.0000) x 2.00]] x 50.00 = 25.89	29.28 - 25.89 = 3.39	25.89
Item3	[[(6.5467-0) x 2.00)]/[(10-2) x 10.00]+ [(5-0) x 20.00]+[(6.5467-0.0000) x 2.00]] x 50.00 = 3.39	3.39 - 3.39 = 0.00	3.39
Total		50.00	50.00

Weight apportionment calculation

If you selected to apportion landed costs by Weight, the calculation for apportionment is the (Individual Line Item's Extended Shipping Weight / Sum of all line items' Extended Shipping Weight} x the Flat Amount.

The Extended Shipping Weight is calculated as the Individual Line Item's Shipping Weight x (quantity shipped - quantity rejected).

For example, assume that you have the following receipt line items entered. The calculation amount for the landed cost is Flat Amount and the Flat Amount is $50.00.

Item	**Shipping weight**	**Qty shipped**	**Qty rejected**	**Extended shipping weight**	**Unit cost**	**Extended cost**
Item1	5.00	10	2	5.00 x (10 - 2) = 40	10.00	80.00
Item2	1.23	5	0	1.23 x (5 - 0) = 6.15	20.00	100.00
Item3	.99	6.5467	0.0000	0.99 x (6.5467 - 0.0000) = 6.4812	2.00	13.09
Total				52.6312		

The landed cost would be apportioned as follows

Item	**Shipping weight**	**Landed cost calculation**	**Remaining amt**	**Landed cost amt**
Item1	5.00	(40.00/52.6312) x 50.00 = 38.00	50.00 - 38.00 = 12.00	38.00
Item2	1.23	(6.15/52.6312) x 50.00 = 5.84	12.00 - 5.84 = 6.16	5.84
Item3	0.99	(6.4812/52.6312) x 50.00 = 6.16	6.16 - 6.16 = 0.00	6.16
Total			50.00	50.00

Invoice matching and distributions

Matching items assigned to a shipment or shipment/invoice to the landed costs entered on the invoice will affect account distributions. If you decide not to match, you will be responsible for making entries of the accrual account into an adjusting expense account for cost variances. For example, suppose that a shipment is recorded for 10 items at $1 each. The landed cost uses the Flat Amount cost calculation method on an amount of $0.50.

The distributions for the shipment would look as follows:

Account	**Debit amount**	**Credit amount**
Inventory	$10.50	
Accrued Purchases - Landed Cost		$0.50
Accrued Purchases - Inventory		$10

Suppose that when the invoice is received, the cost of the goods is unchanged, but the landed cost has increased to $0.75. If Match is not marked, the account distributions would be as follows:

Account	**Debit amount**	**Credit amount**
Accrued Purchases - Landed Cost	$0.75	
Accrued Purchases - Inventory	$10	
Accounts Payable		$10.75

If Match and Revalue IV is marked, the account distributions would be as follows:

Account	**Debit amount**	**Credit amount**
Accrued Purchases - Landed Cost	$0.50	
Accrued Purchases - Inventory	$10	
Inventory	$0.25	
Accounts Payable		$10.75

Entering landed costs for a shipment receipt

Use the Receivings Landed Cost Apportionment window to distribute landed costs to all receivings line items assigned to a document. The landed cost is distributed based on its calculation method. You also can change or delete landed costs that have been assigned to receivings line items. If you want to remove a landed cost, select the landed cost ID and choose Edit >>

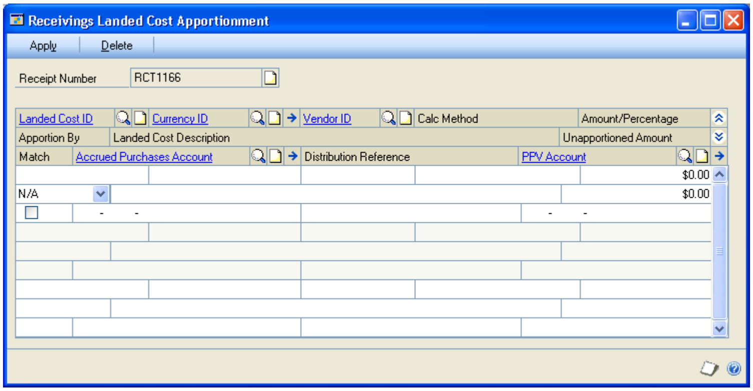
Delete Row. If you want to remove all the apportioned landed costs from all associated receiving line items, choose Delete.

If you want to enter a landed cost for an individual receivings line item, see *Entering landed costs for a shipment item* on page 184.

To enter landed costs for a shipment receipt:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)
2. Select a shipment or shipment/invoice as the receipt type.
3. Enter document information, including receipt number, vendor document number, and receipt date.
4. Receive items.
   - Choose Auto-Rcv to open the Select Purchase Order window, where you can select a purchase order to receive items from.
   - Enter or select a vendor ID and choose Auto-Rcv to open the Select Purchase Order Items window, where you can receive line items on multiple purchase orders.
   - Enter or select a vendor ID and enter line item information.
5. Enter total information in the Receivings Transaction Entry window.

6. Choose the Landed Cost button to open the Receivings Landed Cost Apportionment window.


Receivings Landed Cost Apportionment
Apply
Delete
Landed Cost ID
Currency ID
Vendor ID
Calc Method
Amount/Percentage
Apportion By
Landed Cost Description
Unapportioned Amount
Match
Accrued Purchases Account
Distribution Reference
PPV Account

Receipt Number RCT1166

$0.00

N/A

$0.00

7. Enter or select a landed cost ID.

8. Select how to apportion the landed costs for the items.

9. Mark the Match option if you want the landed cost assigned to the shipment item to be matched to an invoice.

10. Enter the reference that you want to post as the General Ledger distribution reference for the accured purchases account (optional).

11. Enter a purchase price variance account. A purchase price variance account is required if the landed cost is set up to invoice match in the Landed Cost Maintenance window.

12. Choose Apply to apply the apportioned landed costs to the line item.

    If you are done working in this window, use the close box to return to the Receivings Transaction Entry window.

Entering landed costs for a shipment item

Use the Receivings Landed Cost Entry window to view, edit, add, or delete landed costs that are assigned to a selected receiving line item. If you assigned a landed cost group ID to a purchase order item, the landed costs assigned to that group will be displayed in this window when you receive against the purchase order item. You also can view the landed costs assigned to the item using the Receivings Landed Cost Apportionment window. For more information about entering landed costs to all receivings line items assigned to a document, see *Entering landed costs for a shipment receipt* on page 182.

If you want to remove a landed cost, select the landed cost ID and choose Edit >> Delete Row. If you want to remove all the landed costs from the item, choose Delete.

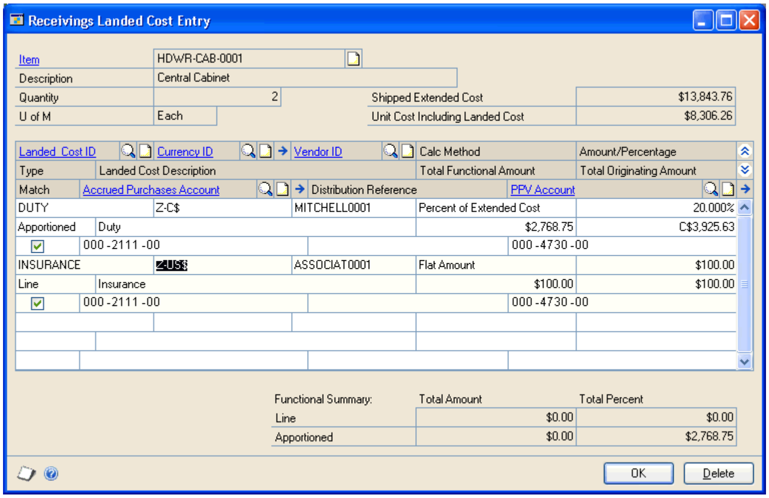
To enter landed costs for a shipment item:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Select a document type and enter document information, including receipt number, vendor document number, receipt date, vendor ID, and currency ID.

3. Enter the item or vendor item.

4. Choose the Unit Cost button to open the Receivings Landed Cost Entry window.



Receivings Landed Cost Entry

Item	HDWR-CAB-0001		
Description	Central Cabinet		
Quantity	2	Shipped Extended Cost	$13,843.76
U of M	Each	Unit Cost Including Landed Cost	$8,306.26

Landed Cost ID	Currency ID	Vendor ID	Calc Method	Amount/Percentage
Type	Landed Cost Description		Total Functional Amount	Total Originating Amount
Match	Accrued Purchases Account	Distribution Reference	PPV Account	
DUTY	Z-C$	MITCHELL0001	Percent of Extended Cost	20.000%
Apportioned	Duty		$2,768.75	C$3,925.63
☑	000 -2111 -00		000 -4730 -00	
INSURANCE	Z-US$	ASSOCIAT0001	Flat Amount	$100.00
Line	Insurance		$100.00	$100.00
☑	000 -2111 -00		000 -4730 -00	

Functional Summary:	Total Amount	Total Percent
Line	$0.00	$0.00
Apportioned	$0.00	$2,768.75

5. Enter or select a landed cost ID.

   If a landed cost group ID was assigned to the item you're receiving against, the landed costs assigned to that group ID will be displayed.

6. Mark the Match option if you want the landed cost assigned to the shipment item to be matched to an invoice.

7. Enter the reference that you want to post as the General Ledger distribution reference for the accrued purchases account (optional).

8. Enter a purchase price variance account. A purchase price variance account is required if the landed cost is set to invoice match in the Receivings Landed Cost Entry window.

9. Choose OK to save your changes and close the window.

Matching landed costs to shipment line items

If you are using landed costs, you can use the Match Shipments to Invoice window to match the landed costs that you've entered in the Purchasing Invoice Entry window to one or more shipment items. All the shipment items that are available to match to the landed cost IDs are displayed in the Match Shipments to Invoice window. Landed costs aren't automatically matched. To match the landed costs to shipment items, the landed costs must be set up to invoice match. You can mark the landed costs to match when entering landed costs using the Receivings Landed Cost Apportionment window or the Receivings Landed Cost Entry window. You must be keeping receipt history to match landed costs.

To match landed costs to shipment line items:

1. Open the Purchasing Invoice Entry window.
   (Transactions >> Purchasing >> Enter/Match Invoices)

2. Enter the receipt number, vendor document number, invoice date, and vendor ID assigned to the landed cost ID.

The currency ID of the invoice must be the same as the shipment receipt that the landed cost was entered on.

3. Invoice items (optional).

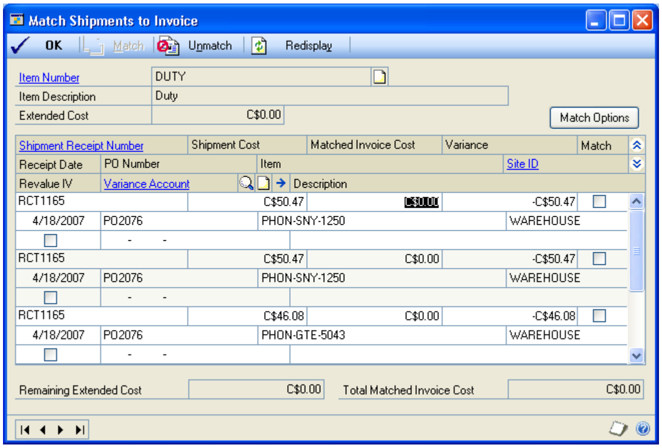
    - Choose Auto-Invoice to open the Select Purchase Order window, where you can automatically invoice all shipment line items available for an invoice.

    - Enter or select a vendor ID and choose Auto-Invoice to open the Select Purchase Order Items window, where you can invoice line items that have been received from multiple purchase orders.

    - Enter or select a vendor ID and enter line item information.

4. Mark the LC option and enter a landed cost ID.

5. Choose the Match Shipments to Invoice expansion button to open the Match Shipments to Invoice window.



Item Number: DUTY

Item Description: Duty

Extended Cost: C$0.00

Shipment Receipt Number		Shipment Cost	Matched Invoice Cost	Variance	Match
Receipt Date	PO Number	Item		Site ID	
Revalue IV	Variance Account	Description			
RCT1165		C$50.47	C$0.00	-C$50.47	☐
4/18/2007	PO2076	PHON-SNY-1250		WAREHOUSE	
☐	- -				
RCT1165		C$50.47	C$0.00	-C$50.47	☐
4/18/2007	PO2076	PHON-SNY-1250		WAREHOUSE	
☐	- -				
RCT1165		C$46.08	C$0.00	-C$46.08	☐
4/18/2007	PO2076	PHON-GTE-5043		WAREHOUSE	
☐	- -				

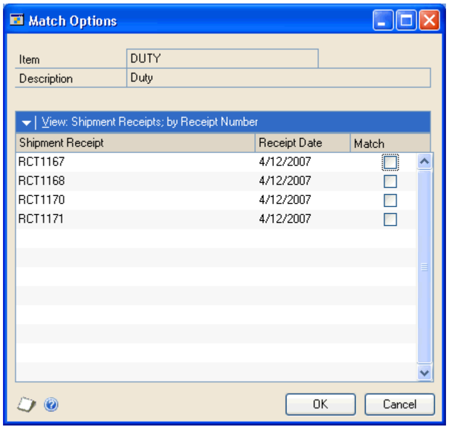
Remaining Extended Cost: C$0.00

Total Matched Invoice Cost: C$0.00

Currency amounts in this window may be displayed in functional or originating currency, depending on the view selected in the Purchasing Invoice Entry window.

6. Mark the Match option for the shipment line items you want to match to the landed cost item entered on the invoice.

7. To quickly match all line items for a shipment or shipment/invoice to the landed cost entered on the invoice, choose the Match Options button to open the Match Options window. You can match the selected landed cost to the items on the shipment or shipment/invoice by either receipt number or PO number.



Item: DUTY
Description: Duty

View: Shipment Receipts; by Receipt Number

Shipment Receipt	Receipt Date	Match
RCT1167	4/12/2007	☐
RCT1168	4/12/2007	☐
RCT1170	4/12/2007	☐
RCT1171	4/12/2007	☐

8. Mark Revalue IV if you want to have purchase receipts revalued if the cost variance for a matched invoice is greater than the tolerance percentage.

9. Verify or change the default price variance posting account (optional).

10. Choose OK to save your changes and to close the Match Shipments to Invoice window.

Chapter 17: Taxes for Receipts

Purchases tax can be calculated, modified, and distributed in Purchase Order Processing. Use the Receivings Tax Summary Entry window or the Purchasing Invoice Tax Summary Entry window to change tax distributions for receipts, if your system is set up to allow editing summary-level taxes. To change tax details or the amounts distributed to tax details for individual line items, use the Receivings Line Item Tax Detail Entry window or the Purchasing Invoice Line Item Tax Detail Entry window. For more information about tax calculations, see *Tax calculations in Purchase Order Processing* on page 101.

This information is divided into the following sections:

- *Default tax schedules for shipment/invoices*
- *Tax schedules for shipment/invoice items*
- *Calculating and distributing summary taxes for shipment/invoice receipts*
- *Calculating and distributing detail taxes for shipment/invoice line items*
- *Default tax schedules for invoices*
- *Tax schedules for invoice items*
- *Calculating and distributing summary taxes for invoice receipts*
- *Calculating and distributing detail taxes for invoice line items*

Default tax schedules for shipment/invoices

Where the exchange of goods takes place is based on the shipping method assigned to the vendor's purchase address. The default schedule for the shipment/invoice and the default schedule to compare against the item are selected based on the shipping method. Refer to the following table for the default tax schedule for a shipment/invoice.

Tax calculation option	Shipping method	Default tax schedule	Label name
Advanced	Pickup	Tax schedule assigned to the vendor's purchase address	Purch Addr Tax Sched
Advanced	No shipping method	Tax schedule assigned to the vendor's purchase address	Purch Addr Tax Sched

Tax calculation option	Shipping method	Default tax schedule	Label name
Advanced	Delivery	Purchases tax schedule assigned in the Company Setup window	Company Tax Sched
Single schedule	Not applicable	Tax schedule assigned as the single schedule tax schedule in the Purchase Order Processing Setup Options window	Single Tax Schedule ID

If you decided not to use the shipping method to determine the default tax schedule and decided to use the advanced tax calculations method, the tax schedule assigned to the vendor's purchase address will be the default tax schedule.

Tax schedules for shipment/invoice items

To calculate tax for an item, the tax schedules assigned to the item are compared. The item's default tax schedule is as follows:

Item	Default tax schedule
Item is assigned to a purchase order	Tax schedule assigned to the item on the purchase order
Inventoried item that isn't assigned to a purchase order	Purchase tax schedule assigned to the item in the Item Maintenance window
Non-inventoried item that isn't assigned to a purchase order	Tax schedule assigned to non-inventoried items in the Purchase Order Processing Setup Options window

The default tax schedule to mask against the item's tax schedule is as follows:

Tax calculation option	Purchase order assigned	Shipping method	Inventory Control	Default tax schedule	Label name
Advanced	Yes	Not applicable	Not applicable	Tax schedule from the purchase order	Purch Addr Tax Sched
Advanced	No	No shipping method	Not applicable	Tax schedule assigned to the shipment/invoice	Purch Addr Tax Sched
Advanced	No	Pickup	Not applicable	Tax schedule assigned to the shipment/invoice	Purch Addr Tax Sched
Advanced	No	Delivery	Registered	Purchase tax schedule assigned to the site	Site Tax Schedule ID

Tax calculation option	Purchase order assigned	Shipping method	Inventory Control	Default tax schedule	Label name
Advanced	No	Delivery	Not registered	Purchases tax schedule assigned in the Company Setup window	Company Tax Sched
Single schedule	Not applicable	Not applicable	Not applicable	Tax schedule assigned as the single schedule tax schedule in the Purchase Order Processing Setup Options window	Single Tax Schedule ID

If you decided not to use the shipping method to determine the default tax schedule and decided to use the advanced tax calculations method, the tax schedule assigned to the vendor's purchase address will be the default tax schedule.

Calculating and distributing summary taxes for shipment/invoice receipts

Use the Receivings Tax Summary Entry window to add, change, delete, or view summarized tax amounts for a shipment/invoice, as well as the accounts to which the amounts will be posted. Taxes are calculated automatically as you enter each tax detail or edit the Total Purchases amount. Summary tax edits won't change the taxes calculated for each line item in the Receivings Line Item Tax Detail Entry window.

If your system isn't set up to allow editing summary-level taxes, you can't change the Tax amount in the Receivings Transaction Entry window or the tax information in the Receivings Tax Summary Entry window, except for the account. You'll be able to change the account for tax included in item taxes at the summary level regardless of how your system is set up. If you want to change tax information, use the Receivings Line Item Tax Detail Entry window. For more information about the setup option to make summary edits to taxes, refer to your System Setup instructions (Help >> Contents >> select Setting Up the System).

To calculate and distribute summary taxes for shipment/invoice receipts:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Enter or select a shipment/invoice. Tax information cannot be entered for shipment receipts.

3. Enter document information, including receipt number, vendor document number, and receipt date.

   Choose the Date expansion button to open the Receivings Date Entry window, where you can enter a tax date and posting date that differ from the document date. The tax date you enter is the date your tax records are updated.

4. Receive items.

   - Choose Auto-Rcv to open the Select Purchase Order window, where you can select a purchase order to receive items from.

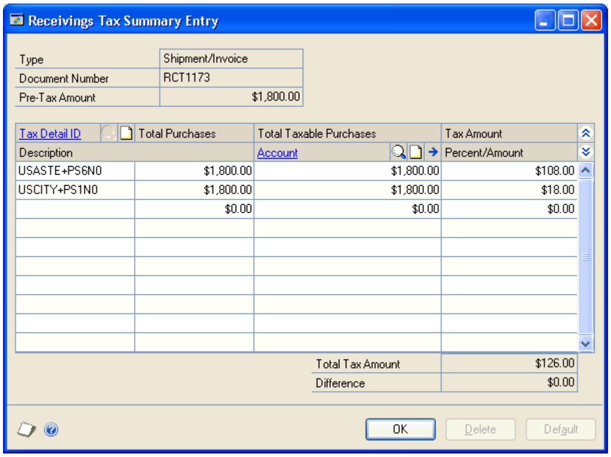
   - Enter or select a vendor ID and choose Auto-Rcv to open the Select Purchase Order Items window, where you can receive line items on multiple purchase orders.

   - Enter or select a vendor ID and enter line item information.

5. To change the tax status, tax schedules, or tax amount for an item, choose the Item or Vendor Item expansion button to open the Receivings Item Detail Entry window.

6. Enter total information in the Receivings Transaction Entry window.

7. Choose the Tax expansion button to open the Receivings Tax Summary Entry window, where you can view or edit the tax distribution amounts.



Type	Shipment/Invoice
Document Number	RCT1173
Pre-Tax Amount	$1,800.00

Tax Detail ID Description	Total Purchases	Total Taxable Purchases Account	Tax Amount Percent/Amount
USASTE+PS6N0	$1,800.00	$1,800.00	$108.00
USCITY+PS1N0	$1,800.00	$1,800.00	$18.00
	$0.00	$0.00	$0.00

Total Tax Amount	$126.00
Difference	$0.00

Currency amounts in this window may be displayed in the functional or originating currency, depending on the view selected in the Receivings Transaction Entry window.

8. To edit tax information, enter a tax detail ID, a tax amount, total purchases, or select a new account. (The tax amount for the detail will be posted to the account.)

9. To distribute tax to multiple tax details, change the default amount in the scrolling window and enter or select another tax detail and tax amount in the next available line.

   To delete a single tax detail, select the row containing it and choose Edit >> Delete Row.

10. Choose OK to save your entries and return to the Receivings Transaction Entry window.

    If there is a difference between the total tax amount distributed to tax details and the tax amount entered in the Receivings Transaction Entry window, the tax amount will be adjusted to match the total tax amount.

Choose Delete to delete the tax information in the Receivings Tax Summary Entry window.

Choose Default to restore the default tax information.

Calculating and distributing detail taxes for shipment/invoice line items

Use the Receivings Line Item Tax Detail Entry window to add, change, delete, or view tax amounts calculated on an individual line item. Taxes are calculated automatically as you enter each tax detail or edit the Total Purchases amount. Summary tax edits won't change the taxes calculated for each line item in the Receivings Line Item Tax Detail Entry window. Tax edits made for each line item will change the summary tax amounts in the Receivings Tax Summary Entry window.

To calculate and distribute detail taxes for shipment/invoice line items:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Enter or select a shipment/invoice. Tax information cannot be entered for shipment receipts.

3. Enter document information, including receipt number, vendor document number, and receipt date.

4. Receive items.

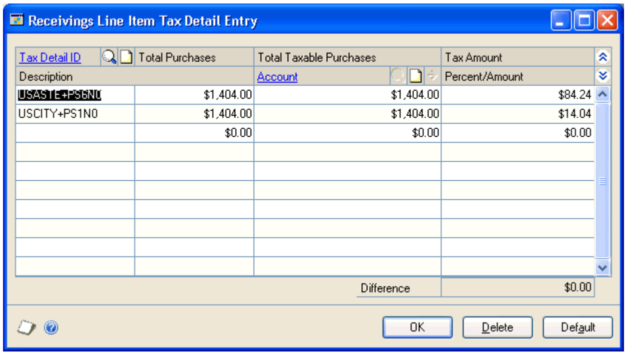
   - Choose Auto-Rcv to open the Select Purchase Order window, where you can select a purchase order to receive items from.

   - Enter or select a vendor ID and choose Auto-Rcv to open the Select Purchase Order Items window, where you can receive line items on multiple purchase orders.

   - Enter or select a vendor ID and enter line item information.

5. Select a line item and choose the Vendor Item or Item expansion button to open the Receivings Item Detail Entry window. You can change the tax status, tax schedules, or tax amount for an item.

6. Choose the Calculated Tax expansion button to open the Receivings Line Item Tax Detail Entry window, where you can view or edit tax distribution amounts.



Tax Detail ID Description	Total Purchases	Total Taxable Purchases Account	Tax Amount Percent/Amount
USASTE+PS6N	$1,404.00	$1,404.00	$84.24
USCITY+PS1N0	$1,404.00	$1,404.00	$14.04
	$0.00	$0.00	$0.00
		Difference	$0.00

7. To edit tax information, enter a tax detail ID, total purchases, or tax amount. (The tax amount for the detail will be posted to the account.)

8. To distribute tax to multiple tax details, change the default amount in the scrolling window and enter or select another tax detail and tax amount in the next available line.

   To delete a single tax detail, select the row containing it and choose Edit >> Delete Row.

9. Choose OK to save your entries and return to the Receivings Item Detail Entry window.

   If there is a difference between the total tax amount distributed to tax details and the tax amount entered in the Receivings Transaction Entry window, the tax amount will be adjusted to match the total tax amount.

   Choose Delete to delete all the tax details.

   Choose Default to restore the default tax information.

Default tax schedules for invoices

Where the exchange of goods takes place is based on the shipping method assigned to the vendor's purchase address. The default schedule for the invoice and the default schedule to compare against the item are selected based on the shipping method. Refer to the following table for the default tax schedule for an invoice.

Tax calculation option	Shipping method	Default tax schedule	Label name
Advanced	Pickup	Tax schedule assigned to the vendor's purchase address	Purch Addr Tax Sched
Advanced	No shipping method	Tax schedule assigned to the vendor's purchase address	Purch Addr Tax Sched
Advanced	Delivery	Purchases tax schedule assigned in the Company Setup window	Company Tax Sched
Single schedule	Not applicable	Tax schedule assigned as the single schedule tax schedule in the Purchase Order Processing Setup Options window	Single Tax Schedule ID

If you decided not to use the shipping method to determine the default tax schedule and decided to use the advanced tax calculations method, the tax schedule assigned to the vendor's purchase address will be the default tax schedule.

Tax schedules for invoice items

To calculate tax for an item, the tax schedules assigned to the item are compared. The item's default tax schedule is as follows:

Item	Default tax schedule
Item is assigned to a purchase order	Tax schedule assigned to the item on the purchase order
Inventoried item that isn't assigned to a purchase order	Purchase tax schedule assigned to the item in the Item Maintenance window
Non-inventoried item that isn't assigned to a purchase order	Tax schedule assigned to non-inventoried items in the Purchase Order Processing Setup Options window

The default tax schedule to mask against the item's tax schedule is as follows:

Tax calculation option	Purchase order assigned	Shipping method	Default tax schedule	Label name
Advanced	Yes	Not applicable	Tax schedule from the purchase order	
Advanced	No	No shipping method	Tax schedule assigned to the invoice	Purch Addr Tax Sched
Advanced	No	Pickup	Tax schedule assigned to the invoice	Purch Addr Tax Sched
Advanced	No	Delivery	Purchases tax schedule assigned in the Company Setup window	Company Tax Sched
Single schedule	Not applicable	Not applicable	Tax schedule assigned as the single schedule tax schedule in the Purchase Order Processing Setup Options window	Single Tax Schedule ID

If you decided not to use the shipping method to determine the default tax schedule and decided to use the advanced tax calculations method, the tax schedule assigned to the vendor's purchase address will be the default tax schedule.

Calculating and distributing summary taxes for invoice receipts

Use the Purchasing Invoice Tax Summary Entry window to add, change, delete, or view summarized tax amounts for an invoice, as well as the accounts to which the amounts will be posted. Taxes are calculated automatically as you enter each tax detail or edit the Total Purchases amount. Summary tax edits won't change the taxes calculated for each line item in the Purchasing Invoice Line Item Tax Detail Entry window.

If your system isn't set up to allow editing summary-level taxes, you can't change the Tax amount in the Purchasing Invoice Entry window or the tax information in the Purchasing Invoice Tax Summary Entry window, except for the account. You'll be able to change the account for tax included in item taxes at the summary level regardless of how your system is set up. If you want to change tax information, use the Purchasing Invoice Line Item Tax Detail Entry window. For more information on the setup option to make summary edits to taxes, refer to your System Setup instructions (Help >> Contents >> select Setting Up the System).

To calculate and distribute summary taxes for invoice receipts:

1. Open the Purchasing Invoice Entry window.
   (Transactions >> Purchasing >> Enter/Match Invoices)

2. Enter document information, including receipt number, vendor document number, and invoice date.

   Choose the Invoice Date expansion button to open the Purchasing Invoice Date Entry window, where you can enter a tax date and posting date that differ from the document date. The tax date you enter is the date your tax records are updated.

3. Invoice items.

    - Choose Auto-Invoice to open the Select Purchase Order window, where you can automatically invoice all shipment line items available for an invoice.

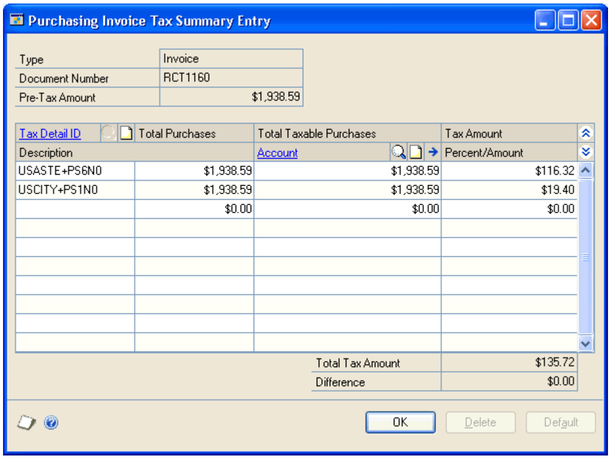
    - Enter or select a vendor ID and choose Auto-Invoice to open the Select Purchase Order Items window, where you can invoice line items that have been received from multiple purchase orders.

    - Enter or select a vendor ID and enter line item information.

4. Select a line item and choose the Vendor Item or Item expansion button to open the Purchasing Invoice Item Tax Entry window. You can change the tax status, tax schedules, or tax amount for an item.

5. Enter total information in the Purchasing Invoice Entry window.

6. Choose the Tax expansion button to open the Purchasing Invoice Tax Summary Entry window, where you can view or edit the tax distribution amounts.



Type	Invoice
Document Number	RCT1160
Pre-Tax Amount	$1,938.59

Tax Detail ID Description	Total Purchases	Total Taxable Purchases Account	Tax Amount Percent/Amount
USASTE+PS6N0	$1,938.59	$1,938.59	$116.32
USCITY+PS1N0	$1,938.59	$1,938.59	$19.40
	$0.00	$0.00	$0.00

Total Tax Amount	$135.72
Difference	$0.00

Currency amounts in this window may be displayed in the functional or originating currency, depending on the view selected in the Purchasing Invoice Entry window.

7. To edit tax information, enter a tax detail ID, a tax amount, total purchases, or select a new account. (The tax amount for the detail will be posted to the account.)

8. To distribute tax to multiple tax details, change the default amount in the scrolling window and enter or select another tax detail and tax amount in the next available line.

   To delete a single tax detail, select the row containing it and choose Edit >> Delete Row.

9. Choose OK to save your entries and return to the Purchasing Invoice Entry window.

   If there is a difference between the total tax amount distributed to tax details and the tax amount entered in the Purchasing Invoice Entry window, the tax amount will be adjusted to match the total tax amount.

   Choose Delete to delete the tax information.

   Choose Default to restore the default tax information.

Calculating and distributing detail taxes for invoice line items

Use the Purchasing Invoice Line Item Tax Detail Entry window to add, change, delete, or view tax amounts calculated on an individual line item. Taxes are calculated automatically as you enter each tax detail or edit the Total Purchases amount. Summary tax edits won’t change the taxes calculated for each line item in the Purchasing Invoice Line Item Tax Detail Entry window. Tax edits made for each line item will change the summary tax amounts in the Purchasing Invoice Tax Summary Entry window.

To calculate and distribute detail taxes for invoice line items:

1. Open the Purchasing Invoice Entry window.
   (Transactions >> Purchasing >> Enter/Match Invoices)

2. Enter document information, including receipt number, vendor document number, and invoice date.

Choose the Invoice Date expansion button to open the Purchasing Invoice Date Entry window, where you can enter a tax date and posting date that differ from the document date. The tax date you enter is the date your tax records are updated.

3. Invoice items.

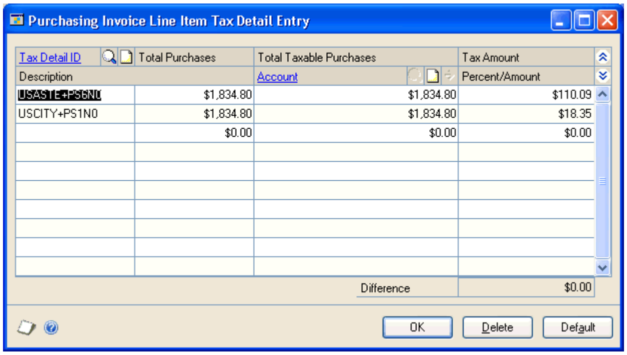
   - Choose Auto-Invoice to open the Select Purchase Order window, where you can automatically invoice all shipment line items available for an invoice.

   - Enter or select a vendor ID and choose Auto-Invoice to open the Select Purchase Order Items window, where you can invoice line items that have been received from multiple purchase orders.

   - Enter or select a vendor ID and enter line item information.

4. Select a line item and choose the Vendor Item or Item expansion button to open the Purchasing Invoice Item Tax Detail Entry window. You can change the tax status, tax schedules, or tax amount for an item.

5. Choose the Calculated Tax expansion button to open the Purchasing Invoice Line Item Tax Detail Entry window, where you can view or edit the tax amounts.



Tax Detail ID Description	Total Purchases	Total Taxable Purchases Account	Tax Amount Percent/Amount
USASTE+PS6N0	$1,834.80	$1,834.80	$110.09
USCITY+PS1N0	$1,834.80	$1,834.80	$18.35
	$0.00	$0.00	$0.00

Difference $0.00

6. To edit tax information, enter a tax detail ID, total purchases, or tax amount. (The tax amount for the detail will be posted to the account.)

7. To distribute tax to multiple tax details, change the default amount in the scrolling window and enter or select another tax detail and tax amount in the next available line.

   To delete a single tax detail, select the row containing it and choose Edit >> Delete Row.

8. Choose OK to save your entries and return to the Purchasing Invoice Item Tax Detail Entry window.

   If there is a difference between the total tax amount distributed to tax details and the tax amount entered in the Purchasing Invoice Entry window, the tax amount will be adjusted to match the total tax amount.

   Choose Delete to delete all the tax details.

   Choose Default to restore the default tax information.

Chapter 18: Receipt Posting

Posting is the process of transferring transactions to permanent records. Until transactions are posted, they can be changed or deleted. After you post transactions in Purchase Order Processing, they can't be changed or deleted.

This information is divided into the following sections:

- *Posting overview*
- *Including multicurrency information on posting reports*
- *Posting a receipt*
- *Batch posting in Purchase Order Processing*
- *Posting a purchasing batch*
- *Posting Purchasing series batches*

Posting overview

In Purchase Order Processing, posting updates quantity information for items, the balances of your vendor accounts, and the balances of the posting accounts in your chart of accounts. You can post transactions in Purchase Order Processing by transaction-level posting or by batch posting. If you're using multiple bins, the item's on hand quantity increases at the default bin within the site when you post a shipment or shipment/invoice.

For more information about posting a transaction, see *Posting a receipt* on page 204. For more information about posting batches, see *Batch posting in Purchase Order Processing* on page 205.

Including multicurrency information on posting reports

If you're using Multicurrency Management, you can use the transaction entry windows to enter multicurrency transactions. If you want to include multicurrency transaction information on edit lists and posting journals for these transactions, you must mark Include Multicurrency Info in the Posting Setup window.

To include multicurrency information on posting reports:

1. Open the Posting Setup window.
   (Tools >> Setup >> Posting >> Posting)

2. Enter Purchasing in the Series field.

3. Select Receivings Trx Entry or Purchasing Invoice Entry in the Origin field and mark the Include Multicurrency Info option.

4. Choose OK to close the window.

Posting a receipt

Transaction-level posting allows you to enter and post transactions individually without ever having to create a batch. Purchasing receipt information always will be up-to-date immediately when you post using this method, because transactions must be posted or deleted immediately. They can’t be saved or posted later.

You can perform transaction-level posting in the Receivings Transaction Entry window and in the Purchasing Invoice Entry window. Purchasing and inventory information will be update immediately every time you post using this method. All transactions posted individually in a single data entry session will have the same audit trail code.

Transaction-level posting is optional and can be selected in the Posting Setup window when you set up Great Plains. If you aren’t allowed to post individual transactions, you’ll be asked to create a batch when you attempt to post transactions. Also, you can post an individual transaction that was previously entered in a batch. To do so, select the transaction from the batch, clear the Batch ID field and post the transaction.

If you’re posting by transaction date, the posting date and the document date will be the same. If you change the posting date in the date entry window, the document date won’t be affected.

You can’t post to a year that hasn’t been set up using the Fiscal Periods Setup window. Also, if the year has been set up but the Purchasing period is closed, posting won’t be allowed. The posting journal will indicate the transactions that were posted, as well as the transactions that weren’t posted. Transactions will be posted to General Ledger, even if a Financial series period has been closed. However, transactions will not post through General Ledger.

The reports for individually posted transactions contain information only for the transactions that were entered and posted since the Receivings Transaction Entry window or the Purchasing Invoice Entry window was opened. These reports are printed when you close the window.

Batch posting in Purchase Order Processing

Batch-level posting is one method of posting transactions. Within batch-level posting, there are three types: batch, series, and master. The only difference among these three posting types is the number of batches you post at once. For information about posting an individual batch, see *Posting a purchasing batch* on page 205. See *Posting Purchasing series batches* on page 206 for information about posting several Purchasing batches. For information about master posting, refer your System User's Guide (Help >> Contents >> select Using the System).

More than one person can enter transactions in the same batch, but a batch can't be posted if anyone is editing transactions in it.

Posting a purchasing batch

Use the Purchasing Batch Entry window to post a single batch. Before you post, be sure quantities for each item on an invoice receipt are fully matched to shipment quantities.

To post a purchasing batch:

1. Make a backup of your company's data. Refer your System Administrator's Guide (Help >> Contents >> select System Administration) for more information about making backups.

2. Open the Purchasing Batch Entry window.
(Transactions >> Purchasing >> Purchasing Batches)

3. Print an edit list to review the transactions in the batch. An edit list can be printed from the Purchasing Batch Entry window by choosing File >> Print with the appropriate batch ID displayed. If you need to make corrections, do so at this time.

4. Enter or select the batch ID and origin for the batch you want to post.

5. Choose Post. Your Purchase Order Processing records will be updated to reflect the information from the transactions. Your General Ledger accounts will be updated depending on your posting setup selections.

   If you're set up to post to General Ledger in the Posting Setup window, the batch appears in the Financial Series Posting and Master Posting windows; you can edit the transactions in the General Ledger Transaction Entry window before posting them again. Your accounts are updated when you post the transactions in General Ledger.

   If you post through General Ledger, your accounts are updated at once and you don't need to post the batch again in General Ledger.

6. One or more posting journals may be printed, depending on the options selected in the Posting Setup window. A Report Destination window may appear for each posting journal that was selected to print, depending on how they were set up.

Posting Purchasing series batches

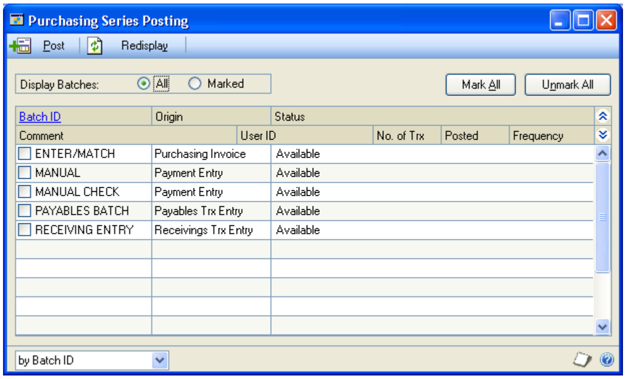
Use the Purchasing Series Posting window to post multiple batches in the Purchasing series at the same time. Before you post, be sure quantities for each item on an invoice receipt are fully matched to shipment quantities.

To post Purchasing series batches:

1. Make a backup of your company's data. Refer your System Administrator's Guide (Help >> Contents >> select System Administration) for more information about making backups.

2. Print an edit list to review the transactions in the batch. An edit list can be printed from the Purchasing Batch Entry window by choosing File >> Print with the appropriate batch ID displayed. If you need to make corrections, do so at this time.

3. Open the Purchasing Series Posting window. (Transactions >> Purchasing >> Series Post)



Display Batches: ● All ○ Marked

Batch ID	Origin	Status
Comment	User ID	No. of Trx / Posted / Frequency
☐ ENTER/MATCH	Purchasing Invoice	Available
☐ MANUAL	Payment Entry	Available
☐ MANUAL CHECK	Payment Entry	Available
☐ PAYABLES BATCH	Payables Trx Entry	Available
☐ RECEIVING ENTRY	Receivings Trx Entry	Available

4. Mark the box next to the batch ID for each batch you want to post. The status changes to Marked, which indicates to other users that the batch is ready to be posted.

If a batch was marked previously, the User ID column identifies the person who marked it. If you want to post that batch, unmark it and mark it again so the batch is assigned to you. Series posting allows you to post only those batches that you've marked; you can't post batches marked by another user.

5. Choose Post. One or more posting journals may be printed, depending on the options selected in the Posting Setup window. A Report Destination window may appear for each posting journal that was selected to print, depending on how they were set up.

Chapter 19: Receipt Maintenance

Proper maintenance of your receiving information is essential for preserving the accuracy of your records. This chapter focuses on the tasks that allow you to maintain your records effectively.

Throughout the receiving process, you can print a variety of reports you can use to double-check documents you've entered. If you identify errors on these reports, the errors must be corrected to ensure accurate reporting of your receiving activity. You also may want to delete or void shipment, shipment/invoice and invoice receipts that are no longer valid.

This information is divided into the following sections:

- *Correcting unposted shipment and shipment/invoice receipts*
- *Correcting unposted invoice receipts*
- *About deleting and voiding receipts*
- *Deleting shipment or shipment/invoice receipts*
- *Voiding shipment or shipment/invoice receipts*
- *Deleting invoice receipts*
- *Voiding invoice receipts*

Correcting unposted shipment and shipment/ invoice receipts

Use the Receivings Transaction Entry window to correct shipment or shipment/invoice receipts before posting. After you enter receipts, print an edit list to determine if the entries contain errors. (You can print edit lists only for receipts entered in a batch.) If you discover that an unposted receipt was entered incorrectly, you can correct the error using the following procedure.

To correct unposted shipment and shipment/invoice receipts:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Select the receipt. (You can find the receipt number on the Receivings Edit List you used to pinpoint the error.)

3. Highlight the fields you want to change and enter the correct information.

    - If you changed a quantity shipped or quantity rejected for a lot-numbered item or a serial-numbered item, the Purchasing Lot Number Entry window or the Purchasing Serial Number Entry window will open; you can assign lot or serial numbers to the item.

    - If receiving items without a purchase order is allowed, you can enter items, non-inventoried items or vendor items that don't exist on the purchase order.

    - If you delete an item when you are using landed costs, all line and apportioned landed costs assigned to the item also are deleted. Deleting an item that has apportioned landed costs will cause the unapportioned amount and the document's landed cost functional total to recalculate.

4. Choose File >> Print to verify the corrections you've entered with a Receivings Edit List.

5. Choose Save to save the corrected transaction.

Correcting unposted invoice receipts

Use the Purchasing Invoice Entry window to correct invoice receipts before posting. After you enter receipts, print an edit list to determine if the entries contain errors. (You can print edit lists only for receipts entered in a batch.) If you discover that an unposted receipt was entered incorrectly, you can correct the error using the following procedure.

To correct unposted invoice receipts:

1. Open the Purchasing Invoice Entry window.
   (Transactions >> Purchasing >> Enter/Match Invoices)

2. Select the receipt. (You can find the receipt number on the Purchasing Invoice Edit List you used to pinpoint the error.)

3. Highlight the fields you want to change and enter the correct information.

    - If receiving items without a purchase order is allowed, you can enter items, non-inventoried items or vendor items that don’t exist on the purchase order.

    - You can match or unmatch shipment line items to invoices. You also can match or unmatch landed cost items.

4. Choose File >> Print to verify the corrections you’ve entered with a Purchasing Invoice Edit List.

5. Choose Save to save the corrected transaction.

About deleting and voiding receipts

Deleting and voiding receipts reduces the following quantities in the Purchasing Quantity Status window:

- Unposted shipment
- Unposted invoice
- Unposted rejected quantities
- Unposted matched quantities

Deleting and voiding receipts increases the following quantities in the Purchasing Quantity Status window:

- Remaining to ship quantity. (This quantity will be increased by the quantity shipped minus the quantity rejected.)

- Remaining to invoice quantities. (These quantities will be increased by the quantity invoiced.)

- Remaining posted shipments to match quantities. (These quantities will be increased by the quantity invoiced when you void or delete an unposted invoice receipt.)

Deleting shipment or shipment/invoice receipts

Use the Receivings Transaction Entry window to delete unposted shipment and shipment/invoice receipts. Deleting removes receipt information from the system and makes receipt numbers available for reuse.

To delete receipts or line items linked to jobs, you must have authority to unlink line items from a job. Security is set in the Job Costing Preference Defaults window.

To delete shipment or shipment/invoice receipts:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Enter or select the receipt number of the receipt you want to delete.

3. Choose Delete.

Voiding shipment or shipment/invoice receipts

Use the Receivings Transaction Entry window to void unposted shipment and shipment/invoice receipts. Voiding moves receipt information to history and does not make receipt numbers available for reuse until history is removed, if you're keeping history. If you're not keeping history, voiding removes receipt information from the system.

If you track voided receipts, you'll know why a receipt number is missing or out of sequence. If you've selected to track receipts in history, you can view information about voided receipts using the purchasing inquiry windows or by printing the Receivings Voided Journal or the Receivings Transaction History Report.

To void receipts or line items linked to jobs, you must have authority to unlink line items from a job. Security is set in the Job Costing Preference Defaults window.

To void shipment or shipment/invoice receipts:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Enter or select the receipt number of the receipt you want to void.

3. Choose Void. The Receivings Voided Journal is printed when you close the Receivings Transaction Entry window after voiding, if you've marked the option to print it in the Posting Setup window.

Deleting invoice receipts

Use the Purchasing Invoice Entry window to delete unposted invoice receipts. Deleting removes receipt information from the system and makes receipt numbers available for reuse.

To delete invoice receipts or line items linked to jobs, you must have authority to unlink line items from a job. Security is set in the Job Costing Preference Defaults window.

To delete invoice receipts:

1. Open the Purchasing Invoice Entry window.
   (Transactions >> Purchasing >> Enter/Match Invoices)

2. Enter or select the receipt number of the receipt you want to delete.

3. Choose Delete.

Voiding invoice receipts

Use the Purchasing Invoice Entry window to void unposted invoice receipts.

If you track voided receipts, you'll know why a receipt number is missing or out of sequence. If you've selected to track receipts in history, you can view information about voided receipts using the purchasing inquiry windows or by printing the Voided Invoice Journal or the Receivings Transaction History Report.

To void invoice receipts or line items linked to jobs, you must have authority to unlink line items from a job. Security is set in the Job Costing Preference Defaults window.

To void invoice receipts:

1. Open the Purchasing Invoice Entry window.
   (Transactions >> Purchasing >> Enter/Match Invoices)

2. Enter or select the receipt number of the receipt you want to void.

3. Choose Void. The Voided Invoice Journal is printed when you close the Purchasing Invoice Entry window after voiding invoice receipts, if you've marked the option to print it in the Posting Setup window.

PART 4: INQUIRIES AND REPORTS

Part 4: Inquiries and Reports

This part of the documentation explains how to use inquiries and reports to analyze your purchasing and receiving activity. You can analyze transaction and item information, and display the information either on screen or on a printed report.

In Purchase Order Processing, inquiries allow you to quickly view both current and historical purchase order information. You can review information in summary or detailed form, with the option of printing the information in the window by choosing File >> Print.

Purchase Order Processing reports help you analyze your overall business activity. Some reports are important for the audit trail, to ensure that you're tracking every transaction that's been entered.

The following topics are discussed:

- Chapter 20, "Inquiries," explains how to use Purchase Order Processing inquiry windows to view document and item information.
- Chapter 21, "Reports," describes how to use reports to analyze purchasing and receiving activity and pinpoint errors in transaction entry.

Chapter 20: Inquiries

You can view important information about your purchasing and receiving activity on-screen using the Inquiry windows. These windows provide easy access to detailed and summarized Purchase Order Processing information.

This information is divided into the following sections:

- *Viewing multiple currencies*
- *About reporting currency*
- *Viewing purchasing documents*
- *Viewing item information for purchasing documents*

Viewing multiple currencies

You can choose whether you want to view multicurrency amounts in the originating, functional, or reporting currency. Choose Extras >>View >> Currency >> Functional, Originating, or Reporting while viewing an inquiry window. The option will be saved on a per user, per window basis.

You also can use the currency list button in the windows that support changing the currency view. The Extras >> View >> Currency menu option and currency list button are available in the following windows:

- Purchase Order Processing Document Inquiry
- Purchase Order Inquiry Zoom
- Receivings Transaction Inquiry Zoom
- Purchasing Invoice Inquiry Zoom

The first time you open these windows after registering Multicurrency Management, all the transactions will be displayed in the originating currency. If you change the currency view, the option you last used will be the default view the next time you open that window.

About reporting currency

A reporting currency is used to convert functional or originating currency amounts to another currency on inquiries and reports. For example, if the Canadian dollar is the functional currency for a company, you can set up the euro as your reporting currency to view an inquiry window with currency amounts displayed in the euro currency.

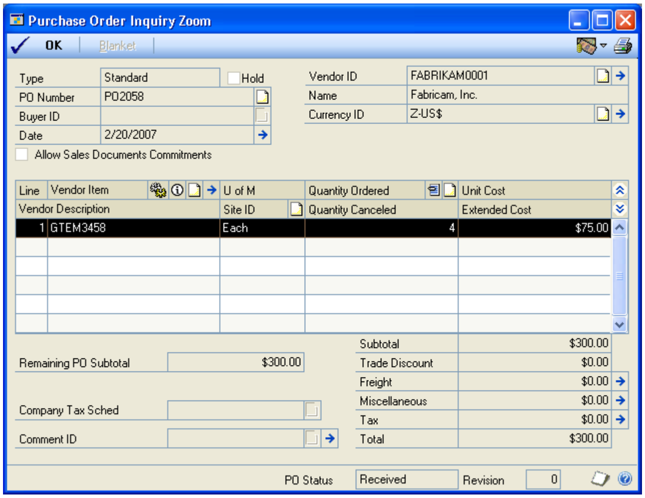
During the reporting currency setup in Multicurrency Management, you'll set up a reporting currency and enter a default exchange rate and rate calculation method. Depending on how your system is set up, you may be able to override the default reporting currency exchange rate or rate calculation method on inquiries and reports. To change the default reporting currency exchange rate, choose Extras >> View >> Currency >> Modify Reporting Rate to open the Modify Reporting Rate window.

For more information about the reporting currency, see the Multicurrency Management documentation.

Viewing purchasing documents

Use the Purchase Order Processing Document Inquiry window to view information about documents you've entered in Purchase Order Processing. This window provides easy access to detailed or summarized information about purchase orders and receipts.

You can view information as it was originally entered by clicking on link fields. For example, you can select a purchase order and click on the PO Number label to the Purchase Order Inquiry Zoom window to view the purchase order as it was entered.



Type: Standard
☐ Hold
PO Number: PO2058
Buyer ID:
Date: 2/20/2007
☐ Allow Sales Documents Commitments
Vendor ID: FABRIKAM0001
Name: Fabricam, Inc.
Currency ID: Z-US$

Line	Vendor Item	U of M	Quantity Ordered	Unit Cost
	Vendor Description	Site ID	Quantity Canceled	Extended Cost
1	GTEM3458	Each	4	$75.00

Remaining PO Subtotal: $300.00
Company Tax Sched:
Comment ID:

Subtotal	$300.00
Trade Discount	$0.00
Freight	$0.00
Miscellaneous	$0.00
Tax	$0.00
Total	$300.00

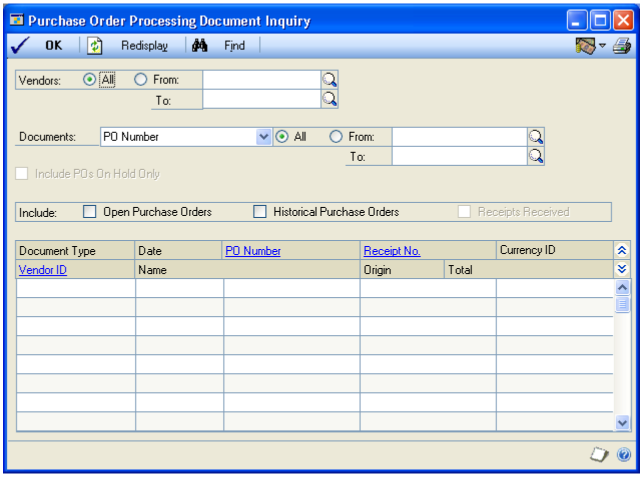
PO Status: Received
Revision: 0

You can choose File >> Print in the Purchase Order Inquiry Zoom window to print the purchase order, even if the purchase order is in history. When you choose to print from this window, the Purchase Order Print Options window will open, where you can select to print in the functional, originating, or reporting currency.

To view a receipt, select it in the Purchase Order Processing Document Inquiry window and click on the Receipt No. label.

To view purchasing documents:

1. Open the Purchase Order Processing Document Inquiry window. (Inquiry >> Purchasing >> Purchase Order Documents)



Vendors: ● All ○ From:

Documents: PO Number ● All ○ From:

☐ Include POs On Hold Only

Include: ☐ Open Purchase Orders ☐ Historical Purchase Orders ☐ Receipts Received

Purchase Order Processing Document Inquiry
OK
Redisplay
Find
To:
To:
Document Type
Date
PO Number
Receipt No.
Currency ID
Vendor ID
Name
Origin
Total

2. Select all vendors or a range of vendors.

3. In the Documents list, select PO Number, Receipt Number, or Purchase Order Date as the sorting order.

4. Select to view all documents or a range of documents.

5. To display only purchase orders that are on hold, mark Include POs On Hold Only.

6. Mark which documents you want to include in the inquiry. When you restrict by PO Number, Receipt Number, or Purchase Order Date, the options that appear next to the Include field will change.

The following table shows Documents List selections and their corresponding Include options:

Documents list selection	**Include options**
PO Number	Open Purchase Orders Historical Purchase Orders Receipts Received
Receipt Number	Unposted Receipts Historical Receipts Assigned PO
Purchase Order Date	Open documents Historical documents

7. Choose Redisplay to display the documents in the scrolling window. To print the Purchasing Document Inquiry Report, choose File >> Print.

8. Highlight a record and click a link to open a window to view more detailed information (optional).

   The following table shows the link field and the window that the link opens:

Link field	**Window that opens**
PO Number*	Purchase Order Inquiry Zoom window
Receipt No.	Receivings Transaction Inquiry Zoom window or Purchasing Invoice Inquiry Zoom window, depending on the type of receipt selected
Vendor ID	Vendor Inquiry window

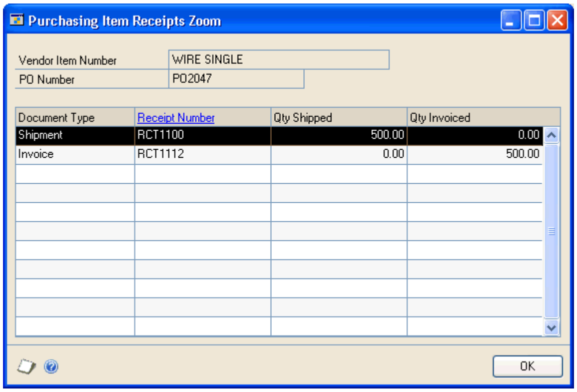
*Because one receipt can be associated with multiple purchase orders, you will not be able to use the link on the purchase order field if you select Receipt Number from the Documents list and mark to include Assigned PO.

Viewing item information for purchasing documents

Use the Purchase Order Processing Item Inquiry window to view items assigned to purchase orders and receipts. Control blanket line items for blanket and drop-ship blanket purchase orders won't be displayed in the window. If you are restricting by the on-order quantity, line items that don't have an on-order quantity won't be displayed. Line items entered on drop-ship purchase orders or drop-ship blanket purchase orders won't be displayed because the line items don't update the on-order quantity. Line items entered on a standard or blanket purchase orders with a status of New, Canceled, Closed, or Received also won't be displayed because they don't have an on-order quantity.

To view items by the vendor's item number, choose Extras >> Options >> Display Vendor Item. The Vendor Item label will be displayed in the Purchase Order Processing Item Inquiry scrolling window. If Display Vendor Item isn't selected, the Item label will be displayed in the Purchase Order Item Inquiry scrolling window and you can view items using your item number.

You can view information as it was originally entered by clicking on link fields. For example, you can select an item and click on the Qty Shipped label to open the Purchasing Item Receipts Zoom window, where you can view the invoiced and shipped quantities of the item.

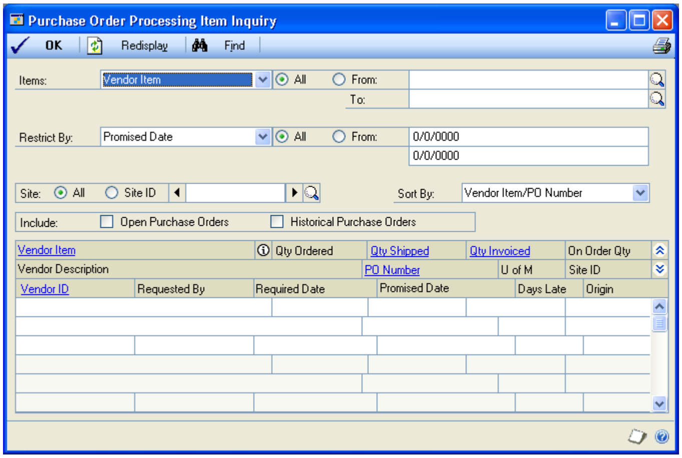


Vendor Item Number: WIRE SINGLE
PO Number: PO2047

Document Type	Receipt Number	Qty Shipped	Qty Invoiced
Shipment	RCT1100	500.00	0.00
Invoice	RCT1112	0.00	500.00

To view item information for purchasing documents:

1. Open the Purchase Order Processing Item Inquiry window. (Inquiry >> Purchasing >> Purchase Order Items)


Purchase Order Processing Item Inquiry
OK
Redisplay
Find
Vendor Item
Qty Ordered
Qty Shipped
Qty Invoiced
On Order Qty
Vendor Description
PO Number
U of M
Site ID
Vendor ID
Requested By
Required Date
Promised Date
Days Late
Origin

Items: Vendor Item ● All ○ From: To:

Restrict By: Promised Date ● All ○ From: 0/0/0000 0/0/0000

Site: ● All ○ Site ID

Sort By: Vendor Item/PO Number

Include: ☐ Open Purchase Orders ☐ Historical Purchase Orders

2. From the Items list, select Item (your item number) or Vendor Item (your vendor’s item number).

3. Select All to view all items or select a range of items.

4. From the Restrict By list, select an additional range to further restrict your inquiry. You can select one of the following options from the list.

   Promised Date To view items from the date the vendor promised that you would receive the merchandise or services.

   Required Date To view items from the date you must receive all the items.

   Promised Ship Date To view items from the date the vendor promised to ship the merchandise or services you’ve ordered.

   Requested By To view the items ordered by a department or person.

   Vendor ID To view items from a particular vendor.

Description or Vendor Description (if you are viewing vendor items) To restrict items by description.

On Order Qty To view the items by their on order quantities.

5. Select All or select a range of items that meet the additional restriction.
6. Select whether to display items at all sites or a specific site.
7. Select to sort results by purchase order number or vendor ID.
8. Select whether to include open purchase orders, historical purchase orders or both.
9. Choose Redisplay to display the items in the scrolling window. To print the Purchase Order Processing Item Inquiry Report, choose File >> Print.
10. Highlight a record and click a link to open a window to view more detailed information (optional).

    The following table shows the link field and the window that the link opens.

Link field	**Window that opens**
PO Number	Purchase Order Inquiry Zoom window
Vendor ID	Vendor Inquiry window
Vendor Item	Item Vendors Maintenance window
Item	Item Inquiry window
Qty Shipped and Qty Invoiced	Purchasing Item Receipts Zoom window

Chapter 21: Reports

Purchase Order Processing reports help you analyze purchasing and receiving activity and pinpoint errors in transaction entry. Use the information in this chapter to guide you through printing reports, and working with report options and report groups.

Reports information is divided into the following sections:

- *Using the sample reports*
- *Purchase Order Processing reports summary*
- *Reporting multicurrency information*
- *Report destinations and formats*
- *Processing reports on a process server*
- *Creating a report option*
- *Printing a report with an option*
- *Creating a report group*
- *Customizing a report*

Using the sample reports

For information about specific reports, choose Help >> Documentation on the Web to go to CustomerSource, where you can access or view the sample reports. The sample reports contain illustrations and specifications of many of the reports in Great Plains, as well as directions for printing the reports.

The sample reports also list the technical names of the reports and the tables that information is extracted from, which you might need to know if you choose to customize the report using Report Writer. For more information about Report Writer, see *Customizing a report* on page 234.

Customized versions of some reports have been prepared and are available for purchase. You can see samples of these reports by following links in the Documentation on the Web page.

Purchase Order Processing reports summary

You can print several types of reports using Purchase Order Processing. Some reports automatically are printed when you complete certain procedures; for example, posting journals can be printed automatically when you post transactions, depending on how your posting options are set up. You can choose to print some reports during procedures; for example, you can print an edit list when entering transactions by choosing the Print button in the batch entry window. In order to print some reports, such as analysis or history reports, you must set up report options to specify sorting options and ranges of information to include on the report. For more information, refer to *Creating a report option* on page 230.

The following table lists the report types available in Purchase Order Processing and the reports that fall into those categories. (Reports printed using Payables Management are printed using many of the same windows. Refer to the Payables Management documentation for information about reports printed in that module.)

Report type	**Report**	**Printing method**
Setup reports/Lists	Buyer ID List Purchase Order Generator Site Mapping List Purchase Order Processing Setup List Receivings User-Defined Fields Setup List	Choose File >> Print in the setup windows **or** create report options in the Purchasing Setup Reports window.
Documents	Purchase Order *† Blanket Purchase Order Delivery Schedule*	Select a document in the Purchase Order Entry window and choose File >> Print to print a single document or choose File >> Print in the Purchase Order Inquiry Zoom window. Choose Transactions >> Print Purchasing Documents to print a range of documents.
* Indicates reports that can be printed with multicurrency information displayed. † Indicates reports that can be assigned to named printers. For more information, refer to your System Administrator’s Guide (Help >> Contents >> select System Administration).		

Report type	Report	Printing method
Posting reports	Back Ordered Items Received Report Purchasing Voided Journal* Purchasing Voided Journal Currency Summary* Cost Variance Journal* Invoice Cost Variance Journal Edit PO Status Cost Variance Journal Edit PO Status Distribution Detail Purchasing Invoice Distribution Detail* Purchasing Invoice Posting Journal* Purchasing Invoice Posting Journal Currency Summary* Receivings Distribution Detail* Receivings Posting Journal* Receivings Posting Journal Currency Summary* Receivings Voided Journal* Receivings Voided Journal Currency Summary* Voided Purchase Invoice Journal* Voided Purchase Invoice Journal Currency Summary*	Choose File >> Print in the window you use to complete the procedure **or** some will be printed automatically when you complete the procedure.
Edit lists	Purchasing Invoice Edit List* Purchasing Invoice Edit List Currency Summary* Receivings Edit List* Receivings Edit List Currency Summary* Suggested Purchase Orders	Choose File >> Print in the window you used to complete the procedure.
History reports	Distribution History Report Purchase Order History Report Receivings Trx History Report	Create report options in the Purchasing History Reports window.
* Indicates reports that can be printed with multicurrency information displayed. † Indicates reports that can be assigned to named printers. For more information, refer to your System Administrator’s Guide (Help >> Contents >> select System Administration).		

Report type	Report	Printing method
Utility reports	Account Distribution Removal Report Completed PO Removal Report Journal History Removal Report Purchase Order Trx History Removal Report Receivings Trx Removal Report Reconcile Purchasing Documents Report	These reports will be printed when you complete the corresponding procedure.
Analysis reports	Back-Ordered Items Received† Expected Shipments† Purchase Order Analysis† Purchase Order Status Report† PO Line Items to Release Report† Received/Not Invoiced Report† Shipment/Invoice Matching Activity Report†	Create report options in the Purchasing Analysis Reports window.
Processing reports	Print Documents Exception Report Purchase Order Edited Status Journal Purchase Order Generated Purchase Order Generated Error Log Purchasing Voided Journal* Purchasing Voided Journal Currency Summary*	These reports will be printed when you complete the corresponding procedure.
Inquiry reports	Purchase Order Processing Item Inquiry Document Inquiry Report	Choose File >> Print in the corresponding Inquiry window.
* Indicates reports that can be printed with multicurrency information displayed. † Indicates reports that can be assigned to named printers. For more information, refer to your System Administrator's Guide (Help >> Contents >> select System Administration).		

Reporting multicurrency information

If you want to print multicurrency versions of your posting journals, open the Posting Setup window, select the Purchasing series and an origin, and mark the Include Multicurrency Info option. If that option is marked, multicurrency information will be included every time you print posting journals for that origin.

You also can include multicurrency information on some reports by marking the option to print multicurrency information in the appropriate report option window. For information about which reports can be printed with multicurrency information, refer to the table in *Purchase Order Processing reports summary* on page 225.

Report destinations and formats

You can print reports to a printer, the screen, a file, or any combination of these destinations.

- If you print to the printer, the report is printed to your company's default printer, unless the report has been assigned to a specific printer.
- If you print to the screen, the report appears on the screen and you can then choose to print to the printer. In addition, if you're using MAPI (Microsoft's Messaging Application Programming Interface), you can e-mail any report that you print to the screen.
- If you print to a file, you can select one of the file formats shown in the following table:

File format	Description
Tab-delimited	The tab-separated ASCII character format used by spreadsheet programs, such as Microsoft Excel.
Comma-delimited	The standard comma-separated ASCII character format used by database programs.
Text file	Text with no formatting. Use this option when the application to which you are converting the document is unable to read any of the other file formats.
HTML file	The format used for publishing information on the World Wide Web. Use this format for information that will be posted on your company's intranet or web page.
Adobe PDF file	This format is available if you have Acrobat Distiller or PDFWriter installed. These items can be purchased from Adobe Systems. PDF (Portable Document Format) files can be read using the Adobe Reader software, which can be installed from your Great Plains CD.

You can select a printing destination in different ways, depending on which printing method you use.

- If you print a report by choosing File >> Print or the Print button while a window is open, the Report Destination window appears, where you can select a destination. (You can select a preferred default destination—Printer or Screen—in the User Preferences window.)
- You can select the destinations for posting journals and utility and audit reports in the Posting Setup window.
- For analysis, history, and setup reports and posting journal reprints, you select the destination when you create the report options needed to print these reports.

Processing reports on a process server

If you have the Process Server enabled, you can choose whether you want to process some reports on your computer or send them to a designated server on the network. Sending long reports to a process server allows you to continue working while the reports are being created. You can select the Purchasing reports you want to process remotely in the DPS Setup window (Tools >> Setup >> System >> Process Server). You must have the Process Server registered and set up before you can use this option.

Creating a report option

Report options include specifications for sorting options and range restrictions for a particular report. In order to print several Purchase Order Processing reports, you must first create a report option. Each report can have several different options so that you can easily print the information you need. For example, you can create report options for the Purchase Order Status Report that show either detailed or summary information.

A single report option can't be used by multiple reports. If you want identical options for several reports, you must create them separately.

Use the Purchasing series report options windows to create sorting, restriction, and printing options for the reports that have been included with Purchase Order Processing.

To create a report option:

1. Open a Purchasing reports window. There are separate windows for each report type.
   (Reports >> Purchasing >> Setup/Lists)
   (Reports >> Purchasing >> Analysis)
   (Reports >> Purchasing >> Posting Journals)
   (Reports >> Purchasing >> History)

2. Select a report from the Reports list.

3. Choose New to open the report options window. Your selection in step 2 determines which report options window appears.

4. Name the option and enter information to define the option. The name you choose for the option won't appear on the report. The selections available for defining report options vary, depending on the report type you've selected.

5. Enter range restrictions. The Ranges list shows the available options for each report. The available ranges vary, depending on the type of report.

   You can enter only one restriction for each restriction type. For instance, you can insert one vendor ID restriction (ADVANCED0001 to BEAUMONT0001) or one document number restriction (PO0001 to PO0299).

6. Choose Insert to insert the range in the Restrictions List. To remove an existing range from the list, select the range and choose Remove.

7. Choose Destination to select a printing destination. Reports can be printed to the screen, to the printer, to a file or to any combination of these options. If you select Ask Each Time, you can select printing options each time you print this report option.

   See *Printing a report with an option* on page 232 for more information about printing reports.

8. To print the report option from the report options window, choose Print before saving it. If you don't want to print the option now, choose Save and close the window. The report window will be redisplayed.

Printing a report with an option

Use the Purchasing reports windows to print a report for which a report option has been set up.

To print a report with an option:

1. Open a Purchasing reports window. There are separate windows for each report type.
   (Reports >> Purchasing >> Setup/Lists)
   (Reports >> Purchasing >> Analysis)
   (Reports >> Purchasing >> Posting Journals)
   (Reports >> Purchasing >> History)

2. Select a report from the Reports list.

3. Select a report option and choose Insert to insert the report option in the Print List.

4. Choose Print to print the report options in the Print List.

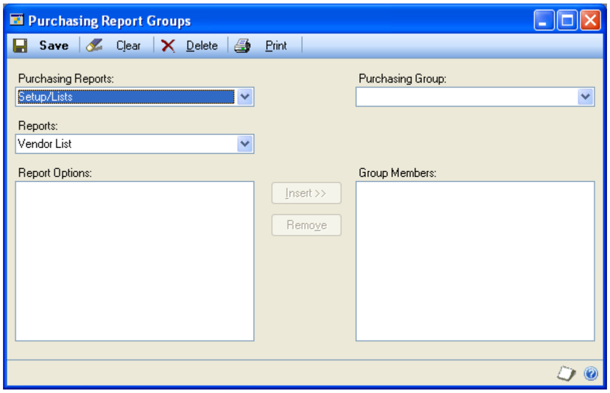
Creating a report group

A report group is a collection of report options from a particular series. Report groups provide a convenient way to print several reports – including reports of different types – at the same time.

Use the Purchasing Report Groups window (Reports >> Purchasing >> Groups) to set up and print report groups for the Purchasing series.

To create a report group:

1. Open the Purchasing Report Groups window.
   (Reports >> Purchasing >> Groups)



Purchasing Reports: Setup/Lists

Reports: Vendor List

2. Select a report category and type from the Purchasing Reports list. The Purchasing Reports list includes all report categories – setup, analysis, posting journals, and history – that can be printed in Purchase Order Processing.

   You can add reports from multiple categories to a report group.

3. Select a report from the Reports list. This list contains the reports that can be printed in the report category you selected.

   When you select a report, all previously created options for that report appear in the Report Options list.

4. To add a report option to the group, highlight the report option and choose Insert. The selected report option will appear in the Group Members list.

   To remove a report from an existing group, select the report name in the Group Members list and choose Remove.

5. When you've finished making changes, choose Save and name the group. The new group will appear in the Purchasing Groups list whenever you open this window.

To print a report group:

1. Open the Purchasing Report Groups window.
   (Reports >> Purchasing >> Groups)

2. Select the group name in the Purchasing Groups list.

3. Choose Print.

   If you marked the Ask Each Time printing option when creating any of the report options included in a group, you'll be asked for printing instructions before any reports are printed.

Customizing a report

Most of the existing reports in Great Plains can be modified to meet your needs. You can add or delete fields, change sorting options, add subtotals or create new custom reports using Report Writer. This procedure describes the simplest method to customize a default report and to set access to it. Refer to the Report Writer documentation for detailed instructions about using Report Writer.

To customize a report:

1. Print the report to the screen.

2. While the report is on the screen, choose Tools >> Customize >> Modify Current Report.

   The Report Layout window will appear with the current report open.

3. In the Report Layout window, make any necessary changes to the appearance of the report.

4. Choose Windows >> Report Definition.

5. In the Report Definition window, change the sorting options, modify the report layout or add report restrictions.

6. Choose OK to save the changes to the report.

7. Choose File >> Microsoft Business Solutions–Great Plains to return to Great Plains.

8. Choose Tools >> Setup >> System >> Security and select the user, company, and product you want to grant access for.

9. In the Type field, select Modified Reports.

10. In the Access List, double-click the name of the report you modified. An asterisk (*) appears, indicating that the selected user has access to the report.

11. Choose OK to save the changes to the user’s security settings.

PART 5: UTILITIES

Part 5: Utilities

This part of the documentation explains how to maintain your Purchase Order Processing data. Once you’ve determined how much historical information is necessary, you can remove the information that’s no longer needed.

Be sure to back up your accounting data before performing any of these procedures, because they remove historical data from your system.

The following topics are discussed:

- Chapter 22, “Purchase Order History Removal,” explains the different types of historical information you can keep in Purchase Order Processing, and describes how remove historical information that is no longer needed.
- Chapter 23, “Purchase Order Reconciliation,” describes reconciliation, the process of verifying that your accounting records are accurate.

Chapter 22: Purchase Order History Removal

History records provide useful information for auditing purposes. If you're keeping history, you can maintain and review records for an unlimited number of years. Because historical records increase the amount of hard disk space needed, you should remove history periodically to ensure that you're keeping only the information you need.

This information is divided into the following sections:

- *Purchase Order Processing history types*
- *Removing purchasing history*
- *Removing tax history*
- *Removing Intrastat history*

Purchase Order Processing history types

Purchase Order Processing allows you to maintain four types of history: purchase order, receipt, account distribution, and journal. When you remove purchasing history, select one of the four history types for the date range you want to remove.

Account Distributions Select Account Distributions to remove account distribution history without also removing receipts. Distribution history includes a detailed list of each account and amount posted to the General Ledger, including the audit trail code, account number, account description, debit or credit amount. Once account distribution history has been removed, the documents in the range you've removed won't be printed on the Distribution History Report.

Purchase Order Select Purchase Order to remove purchase order history. If you're keeping purchase order history, line-by-line detail of all the information entered for each purchase order has been kept. When voiding a new purchase order or removing a completed purchase order, the purchase order is transferred to history. Once purchase order history has been removed, the documents in the range you've removed won't be printed on the Purchase Order History Report.

Receipt Select Receipt to remove detailed information about shipment and invoice receipts. If you're keeping receipt history, line-by-line detail of all the information entered on each receipt has been kept, including landed costs, lot numbers, and serial numbers. Once receipt history has been removed, the documents in the range you've removed won't be printed on the Receivings Transaction History Report.

If you've marked Receipt, you can select to remove both the receipts and the account distribution history for the receipts. Distribution history is a detailed record of how receipt transactions have affected the balances of posting accounts in General Ledger. When you remove account distribution history, the audit trail code, account, account description, debit or credit amounts and other information about receipts will be removed.

Journal Select Journal to remove posting journal history. If you've selected to reprint Purchase Order Processing posting journals in the Audit Trail Codes Setup window, the system will maintain the history necessary to reprint posting journals whether you've marked to maintain history or not in the Purchase Order Processing Setup window. Once journal history has been removed, you won't be able to reprint posting journals for the range of information you're removing.

If you haven't selected to maintain purchase order and receipt history in the Purchase Order Processing Setup window, purchase orders will be deleted when they're removed using the Remove Completed Purchase Orders window. Receipts will be deleted after they've been posted unless you've selected to reprint Purchase Order Processing posting journals in the Audit Trail Codes Setup window. In this case, the system will maintain the history necessary to reprint posting journals.

If you are maintaining purchase order history, you may want to use the Remove Completed Purchase Orders window to transfer closed or canceled purchase orders to history.

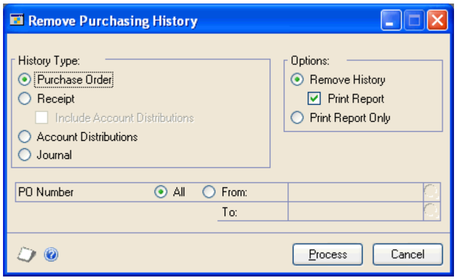
Removing purchasing history

Use the Remove Purchasing History window to remove Purchase Order Processing history. When you remove history, any corresponding multicurrency information will be removed, as well.

Before removing history, back up your company's accounting data. For more information about making backups, refer to your System Administrator's Guide (Help >> Contents >> select System Administration).

To remove purchasing history:

1. Open the Remove Purchasing History window.
(Tools >> Utilities >> Purchasing >> Remove Purchasing History)


Remove Purchasing History
History Type:
Receipt
Include Account Distributions
Account Distributions
Journal
Options:
Print Report Only
From:
To:
Process
Cancel

History Type: ● Purchase Order
Options: ● Remove History
☑ Print Report
PO Number ● All

2. Select a history type to remove.

If you remove purchase order history but not receipt history, you may notice that information is missing when you view your receipts. The required date, promised date, promised ship date, and comment ID information for the purchase order will not appear when you view the receipt in the Receivings Item Detail Inquiry Zoom window.

3. Select whether you want to remove history and print the history removal report. To print a history removal report without removing history, mark Print Report Only.

Depending on the type of history you're removing, you can print one of the following reports:

- Purchase Order Transaction History Removal Report
- Receivings Transaction Removal Report
- Account Distribution Removal Report
- Journal History Removal Report

4. Using the All, From, and To fields, define a restriction.

If you enter a value in only one of the restriction fields, purchasing history will be removed from the value you enter to either the beginning or end of the records. For example, if you enter a starting value and the ending value is blank, all purchasing history from the starting value to the end of the records will be removed.

5. Choose Process to remove history or to print the removal report.

If you aren't keeping history and select to print the history removal report, the report will be blank. The report also will be blank if no records exist within the range you specified.

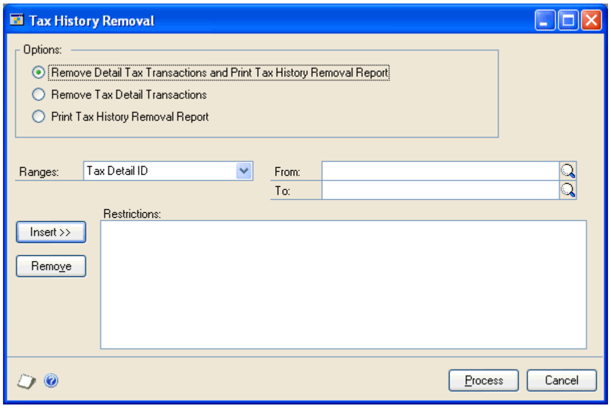
Removing tax history

Use the Tax History Removal window to remove tax detail transactions. Only the tax history for the range you specify will be removed. Once tax history has been removed, the tax details in the range you've removed won't be printed on tax reports.

Before removing history, back up your company's accounting data. For more information about making backups in Great Plains, refer to your System Administrator's Guide (Help >> Contents >> select System Administration).

To remove tax history:

1. Open the Tax History Removal window.
   (Tools >> Utilities >> Company >> Remove Tax History)



Options:
● Remove Detail Tax Transactions and Print Tax History Removal Report
○ Remove Tax Detail Transactions
○ Print Tax History Removal Report

Ranges: Tax Detail ID

2. Select whether you want to remove tax detail transactions and print the Tax History Removal Report, remove the tax detail transactions, or print the Tax History Removal Report.

3. Enter or select a range of tax history to remove or print a report of.

4. Choose Insert to insert the range.

5. Choose Process to remove tax history. If Print Tax History Removal Report was marked, the Tax History Removal Report will print.

Removing Intrastat history

Use the Remove Intrastat History window to remove Intrastat history records that are no longer necessary. Only the Intrastat records for the range you specify will be removed.

Before removing history, back up your company's accounting data. For more information about making backups in Great Plains, refer to your System Administrator's Guide (Help >> Contents >> select System Administration).

Once history has been removed, you won't be able to print the Intrastat removal reports for the ranges of information you've removed.

To remove Intrastat history:

1. Open the Remove Intrastat History window.
   (Tools >> Utilities >> Company >> Remove Intrastat History)

2. Select a range type for the historical information you want to remove. Define the beginning and the end of the range, then choose Insert to display the range.

   You can enter and insert additional ranges. However, you can enter only one range for each range type. For example, if you enter a restriction specifying that history should be deleted for customer records COMPUTER0003 through GRAHAMAR0001, you can't enter another restriction for customer IDs CONTINEN0001 through EXECUTIV0001.

3. Mark Remove Transactions, then mark Print Report to print the Intrastat removal reports for the range of customer records or vendor records you've specified. Print these reports to retain a permanent record of your past Intrastat records after you've cleared history.

   You can print the Intrastat removal reports without removing history. To do so, mark only Print Report and choose OK.

Chapter 23: Purchase Order Reconciliation

Reconciling is the process of verifying that your accounting records are accurate. Reconcile Purchase Order Processing before reconciling Payables Management or Inventory Control. It's important that the purchasing documents are correct since purchasing information may be altered and is used when reconciling inventory quantities and payables accounts.

⚠ *Before reconciling purchase orders, back up your company's accounting data. For more information about making backups, refer to your System Administrator's Guide (Help >> Contents >> select System Administration).*

This information is divided into the following topics:

- *Printing a reconcile report*
- *Reconciling purchase orders*

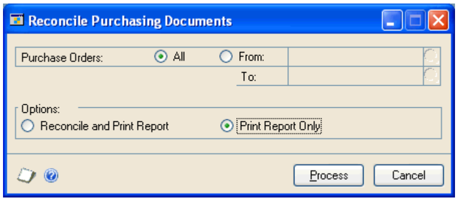
Printing a reconcile report

Use the Reconcile Purchasing Documents window to print the Reconcile Purchasing Documents Report without reconciling your purchasing records. You can print the report for all documents or a selected range of documents.

If you print this report before you reconcile, you can verify which documents in the range will be reconciled before you actually reconcile the records.

To print a reconcile report:

1. Open the Reconcile Purchasing Documents window.
   (Tools >> Utilities >> Purchasing >> Reconcile Purchasing Documents)



Reconcile Purchasing Documents

Purchase Orders: ● All ○ From:
To:

Options:
○ Reconcile and Print Report ● Print Report Only

2. Using the All, To, and From fields, select a document range.

   If you're creating a range, you must enter at least one value in the restriction fields. If you enter a value in only one of the restriction fields, the report will show purchase orders from the value you enter to either the beginning or end of the records. For example, if you enter a starting value and the ending value is blank, all purchase orders from the starting value to the end of the records will be reconciled.

3. Select Print Report Only to print the Reconcile Purchasing Documents Report without reconciling.

4. Choose Process. When processing is complete, the Reconcile Purchasing Documents Report will be printed. This report lists the purchasing documents that will be reconciled.

   If the Reconcile Purchasing Documents Report indicates that an amount will be adjusted for a specific purchasing document, review the document to verify the accuracy of the changes that were made.

Reconciling purchase orders

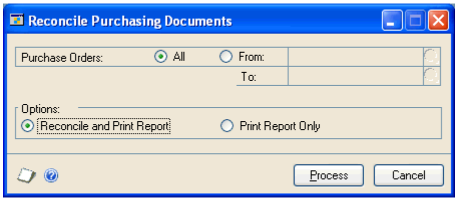
Use the Reconcile Purchasing Documents window to reconcile your purchasing records. You can reconcile all records or a selected range of records.

When you reconcile purchase orders, the following information will be recalculated and adjusted, if needed:

- Document quantity canceled
- Quantities linked to sales line items
- Line item status
- Purchase order status
- Line item extended cost
- Remaining purchase order subtotals
- Document subtotals
- Document extended costs
- Discount available
- Trade discount
- Taxes
- Quantity ordered for the control blanket line item on blanket purchase orders and drop-ship blanket purchase orders

To reconcile purchase orders:

1. Open the Reconcile Purchasing Documents window.
   (Tools >> Utilities >> Purchasing >> Reconcile Purchasing Documents)



Purchase Orders: ● All ○ From:
To:

Options:
● Reconcile and Print Report ○ Print Report Only

2. Using the All, To, and From fields, select a document range.

   If you're creating a range, you must enter at least one value in the restriction fields. If you enter a value in only one of the restriction fields, purchase orders will be reconciled from the value you enter to either the beginning or end of the records. For example, if you enter a starting value and the ending value is blank, all purchase orders from the starting value to the end of the records will be reconciled.

3. Select to reconcile and print the Reconcile Purchasing Documents Report.

   Select Print Report Only to print the Reconcile Purchasing Documents Report without reconciling. If you select the Print Report Only option before you reconcile and print, you can verify which documents in the range will be reconciled before you actually reconcile the documents.

4. Choose Process to reconcile purchasing documents. When processing is complete, the Reconcile Purchasing Documents Report will be printed. This report lists the purchasing documents that were reconciled.

   If the Reconcile Purchasing Documents Report indicates that an amount has been adjusted for a specific purchasing document, review the document to verify the accuracy of the changes that were made.

Glossary

1099 statement
A report required by the US Internal Revenue Service for each vendor from whom goods and services worth $600 or more have been purchased within a calendar year. There are three possible formats for a 1099: miscellaneous (1099-MISC), interest (1099-INT) and dividend (1099-DIV).

1099 vendor
A vendor from whom goods and services worth $600 or more have been purchased within a calendar year.

Active vendor
A vendor with whom business is being conducted on a regular basis.

Alert message
A message that appears when inappropriate, inadequate or unclear data or instructions are issued, when data is not accessible or when a confirmation is sought. Additional information about some alert messages and their causes can be viewed by clicking the Help button in the alert message dialog box. You can also choose Help >> About this item from the window where you received the message and select the Messages tab.

Alignment form
A document that ensures text will be properly aligned when documents are printed.

Audit trail
A series of permanent records used to track a transaction to the point where it was originally entered in the accounting system. The audit trail can be used to verify the accuracy of financial statements by outside accountants or auditors.

Audit trail code
A series of alphanumeric characters providing a precise record of each transaction and where it has been posted.

Backing up
The process of storing data on a secondary medium, usually on diskettes or magnetic tape, in order to minimize the difficulty of recovering from data loss. Backups should be performed routinely.

Batch
A group of transactions identified by a unique name or number. Batches are used in computerized accounting to conveniently group transactions, both for identification purposes and to speed up the posting process.

Batch inquiry
A window that shows which users are currently working with batches and the status of those batches.

Batch-level posting
A posting method that allows transactions to be saved in batches so you can post a batch whenever convenient. There are three types of batch-level posting: batch posting, series posting, and master posting.

Bin
A storage device to hold discrete items.

Blanket purchase order
A document that lists a single item and the quantities that will be delivered in a series of shipments, usually on specific dates. The item quantities will be shipped to your business to be received into your inventory.

BOL (Bill of Lading)
Identification number assigned to a shipment by the carrier.

Buyer
A person whose job includes vendor selection, negotiation, and purchase order placement and follow-up.

Calendar year
An accounting period running from January 1 to December 31.

Calendar year history
Transaction history records maintained in a calendar-year format.

Canceled status
A purchase order is assigned Canceled status when all of the line items have been canceled and haven't been received against. If you change the purchase order status to Canceled, then all of the line items will be canceled.

A line item with this status doesn't have shipped or invoiced quantities. A line item with a Canceled status can be changed to New or Change Order, but not Closed.

Change Order status
This status occurs when a purchase order with a Released status has been edited. A purchase order's revision number increases every time its status becomes Change Order. A Change Order status purchase order can't be deleted or voided, but it can be received against in the Receivings Transaction Entry window. To remove a purchase order with a Change Order status, close or cancel the purchase order and then transfer it to history.

A line item with this status has also been changed since it was released. Change Order line items become Released when the purchase order is printed again.

Closed status
A purchase order is assigned this status when all of the line items for the purchase order have been closed or canceled.

A line item with a Closed status can't be reopened or change its status to Canceled.

Control blanket line item
The first line item entered for a blanket or drop-ship blanket purchase order is and has the line number 0. Blanket line items are based on this is the line item. It can't be received or invoiced against.

Comma-delimited field
The standard comma-separated ASCII character format used when exporting a report so that it can be read by database programs.

Comment ID
Identifies a particular comment that will be printed on a purchase order. Comments for each line item can be entered also.

Default entry
A value that is displayed in a window automatically, and that will be used unless a different value is entered.

Default site
A site ID selected in the Item Quantities Maintenance window that identifies an item's primary storage location.

Detailed report
A report that displays detailed transaction information for each account.

Discount available
A reduction in the amount payable, typically offered if the payment is made by a certain date.

Discount date
The date an invoice must be paid for a discount to be valid.

Discount taken
A valid discount applied to a vendor document. *See also* Discount available.

Distributing
The process of allocating to separate accounts a percentage or part of transaction amounts.

Distribution accounts
Accounts designated to receive a percentage or part of a posted transaction.

Distribution history
A record of the debits and credits for each document that was distributed to individual posting accounts.

Document type
A selection that identifies a document's purpose and how document amounts will be posted.

Drop-ship blanket purchase order
A document that lists a single item and the quantities that will be delivered to the customer in a series of shipments, usually on specific dates. The vendor sends you an invoice and you, in turn, send an invoice to the customer.

Drop-ship purchase order
A document whose items will be shipped directly to the customer. The vendor will invoice your business and you, in turn, will invoice the customer.

Edit list
A list of transactions in an unposted batch that can be printed to verify the accuracy of transactions before posting. Edit lists can be printed from the Batch Entry window or any transaction entry window as long as a batch ID has been entered.

EOM (End of Month)
A payment term requiring payment at month-end for all purchases made during that month.

Error message
See Alert message.

Financial year
See Fiscal year.

Fiscal period
Division of the fiscal year, usually monthly, quarterly, or semiannually, when transaction information can be summarized and financial statements are prepared.

Fiscal year
An annual accounting cycle of up to 54 consecutive periods, ordinarily beginning with the first day of a month and ending on the last day of the twelfth month. In Australia and New Zealand, this is referred to as a financial year.

Fiscal year history
A record of purchases, payments and other transactions for a historical year.

FOB (Free on Board)
Terms of sale that identify when ownership passes to the buyer. An FOB of Origin means that ownership transfers to the buyer when the vendor delivers the goods to the carrier. An FOB of Destination means that ownership transfers to the buyer when the goods are received from the carrier. The FOB is especially important when in-transit damages occur.

Group printing
Creating and printing report options in groups. For example, a report group could be used to print all the financial statements and the Trial Balance before closing a month, quarter, or fiscal year.

GST (Goods and Services Tax)
A federal tax on the consumption of goods and services used in Canada, New Zealand and other countries.

Hold
A way to temporarily stop further processing on a purchase order.

Inactive vendor
A vendor with whom business isn't being conducted. Typically, these vendors can't be deleted because historical records are being maintained.

Inquiry
A feature that allows users to view current-year and historical information.

Intrastat statistics
The system for collecting statistics on the trade of goods between European Union countries.

Invoice
The bill provided by the seller to the buyer for items that have been purchased.

Landed cost

The cost of an item that includes the cost from the vendor plus any additional costs, such as duty, freight, import taxes, handling fees, and so on, to get the item into inventory.

Lookup window

A window that displays a list of accounts, customers, documents, or other items in the system. Lookup windows for a specific field are displayed by clicking the lookup button next to the field.

Lot number

A number that describes items that were created at the same time and have the same characteristics, such as the dye used when manufacturing fabrics and carpet.

Master posting

A posting process in which marked batches from different series can be posted simultaneously.

Miscellaneous charge

A charge that isn't part of the normal purchasing process. A miscellaneous charge may be a service charge such as installation or repair of merchandise.

New status

A purchase order or line item is assigned to this status when it is saved for the first time. A purchase order or line item that has a New status can be deleted or voided. A New purchase order or line item will automatically change from New to Released when the purchase order is printed.

When a shipment, shipment/ invoice or invoice is posted against a line item, the purchase order status and line item status will change from New to Released.

Note

A feature that is used to attach messages to windows and fields throughout the system. The Note button also shows whether a note is attached to a window. Notes can be edited, reattached, and deleted.

Payment terms

Conditions for payment agreed upon when a purchase transaction takes place. For example, a vendor might extend a discount if payment is received within a specified time period.

Periodic valuation method

Detailed information for the cost of all items is maintained. The current cost for an item is the cost the last time it was received. Items are valued at standard cost.

Perpetual valuation method

Detailed information for the cost of all items is maintained. The current cost for an item is the cost the last time it was received. Items are valued at actual cost.

Posting

A procedure to make transactions a part of permanent records or to update accounts by transaction amounts. In manual accounting, posting transfers journal entries to the proper accounts in a general ledger.

Posting account

A financial account that tracks assets, liabilities, revenue, or expenses. These accounts will appear on the financial statements and other reports created in the financial series.

Posting journal

A report printed following the posting process that shows the detail for each transaction that has been posted. Posting journals also include the audit trail code, which is a precise record of where each transaction has been posted.

Pro No. (Progressive Number)

Identification number assigned to a shipment by the carrier.

Promised date

Date the vendor promised that you would receive merchandise or services.

Promised ship date

Date the vendor promised to ship the merchandise or services you've ordered.

PST (Provincial Sales Tax)

A tax for the Canadian provinces that is set by each province.

Purchase order

A document authorizing a seller to deliver goods with payment to be made later.

Purchase order status

The status of a purchase order indicates whether all line items on a purchase order have been received. You can change the status of the purchase order in the Edit Purchase Order Status window. Refer to the definitions of individual statuses.

QST (Québec Sales Tax)

The Provincial Sales Tax for the province of Québec. *See also* PST (Provincial Sales Tax).

Range

A selection used to narrow the amount of records that will be printed on a report. For example, a selected range of vendor IDs could be those between 5000 and 6000.

Real-time posting

See Transaction-level posting.

Receipt

A document recording the shipment of items that have been ordered from a vendor via a purchase order. Also refers to a document for invoicing the items received.

Receiving

Recording the receipt (shipment) of items that have been ordered from a vendor via a purchase order. Receiving also can refer to recording the invoice for the items received.

Received status
When items for a purchase order have been fully received, but not invoiced, the purchase order is assigned this status. A Received purchase order can't be deleted or voided, but it can be received against in the Purchasing Invoice Entry window. To remove a purchase order with a Received status, close the purchase order and then transfer it to history.

A line item with this status has fully received shipments, but no invoice receipts.

Reconciling
A procedure used to verify that Purchase Order Processing data is accurate. Reconciling in Purchase Order Processing involves only purchase order documents. Reconciling is often performed after rebuilding a file, and is necessary after changing fiscal periods.

Release by date
Date a purchase order line item should be released to the vendor.

Released status
When a purchase order is printed or received against, it's assigned this status. A Released purchase order can't be deleted or voided, but it can be received against in the Receivings Transaction Entry window. To remove a purchase order with a Released status, close or cancel the purchase order and then transfer it to history.

A line item with this status either doesn't have quantities shipped or invoiced or has partially shipped or invoiced quantities.

Remove history
A procedure used to erase ranges of historical information that are no longer useful.

Report option
A collection of entries that specify the amount of information or the type of information that will appear on a report. Multiple report options can be created.

Required date
Date you must receive items.

Serial number
A number that is one of a series and is assigned to a specific inventory item to identify it and differentiate it from similar items with the same item number. Serial numbers allow you to track an individual item from the time you receive it until you sell it.

Serial number mask
A pre-defined format for serial numbers of Inventory items. If an item has been identified as being tracked by serial numbers, the mask is used to generate the starting serial number used when you automatically generate serial numbers.

Series
A group of modules that form an interrelated set of applications. For example, Purchase Order Processing is part of the Purchasing series.

Series posting
A posting process in which marked batches from the same series can be posted simultaneously.

Shipment receipt
The document used to record merchandise received from a vendor.

Shipping method
The means used to send goods from a vendor. Also, the expected arrival time of a shipment.

Site
A store, warehouse or other building from which you do business or store items.

Standard cost
A predetermined cost associated with an item that has a periodic valuation method. Standard costs are compared to actual costs to compute price variances.

Standard purchase order
A document whose items will be shipped to your business to be received into your inventory.

Summary report
A report summarizing the transactions made to a particular record.

Tab-delimited field
The tab-separated ASCII character format used for exporting a report.

Tax detail
A definition of a tax that may apply to customers. Tax details are grouped into tax schedules. *See also* Tax schedule.

Tax schedule
Groups of tax details that define each tax that may apply to customers, items, or other taxable costs. Tax schedules are used to determine which taxes apply to individual sales.

Temporary vendor
A vendor used on a one-time or occasional basis. An example might be a caterer for a company party.

Text-only format
A file format that saves reports as text without formatting. This format is used when exporting reports to applications that are unable to read other formats available in Great Plains.

Trade discount
A discount given by a vendor. The rate is calculated at the time of a purchase.

Transaction date
The date a transaction occurred; not necessarily the date it was entered in the system.

Transaction history
A record of a fully applied transaction.

Transaction-level posting
A posting method in which transactions can be entered and posted without having to create a batch. Also know as real-time posting. *See also* Batch-level posting.

Unit cost
The amount per unit paid for an item.

Unit of measure

A user-defined unit in which you purchase or sell an item, such as each, pair or case.

Valuation method

The method by which you track the cost of an item from the time you receive it until you sell it. Different businesses and industries use different valuation methods, which are sometimes specified by law.

VAT (Value-Added Tax)

A sales tax used in Europe and elsewhere in the world.

Vendor

A person or company providing goods or services in return for payment.

Vendor ID

An alphanumeric identification assigned to a vendor in Payables Management setup. The vendor ID can be used to sort information for reports.

Voiding

The process of recording a transaction to reverse the effect of an original transaction.

ZIP code

In the United States, the postal code assigned to business and residential addresses. In other countries/regions, it may be referred to as post code or postal code.

Index

A

accounts in Inventory Control
  effects of matching invoices 182
additional resources 4
alignment forms
  printing for purchase orders 63, 65

B

batch posting in Purchase Order Processing
  series posting 206
  single batch 205
batches in Purchase Order Processing
  batch-level posting 205
  correcting 123
  creating a receipt batch 122
  deleting 123
  overview 121
  posting 205-207
  series posting 206
bins in Purchase Order Processing
  default entries 151
  overview 151
blanket line items
  entering 49, 53, 78
  releasing to vendor 49, 53, 78
blanket purchase orders
  deleting 109
  entering 46
  entering blanket line items 49, 53
  entering drop-ship 51
  modifying 111
  printing an individual delivery schedule 66
  printing multiple delivery schedules 68
  voiding 110
Buyer Maintenance window
  displaying 27
buyers
  adding 27
  deleting 28
  described 27
  modifying 28

C

canceled items
  printing on purchase orders 59
Comment Setup window
  displaying 21
comments
  setting up in Purchase Order Processing 21
commitments
  sales documents 56
control blanket line item
  described 46, 51
  entering 48, 52
  status 114
current update information
  accessing on the Web 4
current upgrade instructions
  accessing on the Web 4

D

decimal places
  non-inventoried items in Purchase Order Processing 16
  setting up in Purchase Order Processing 13
default entries
  purchase order generator 30
  Purchase Order Processing 11
default sites
  setting up in Purchase Order Processing 13
delivery schedules
  printing for blanket purchase orders 66, 68
distribution history
  maintaining in Purchase Order Processing 10
  removing in Purchase Order Processing 239
distributions in Purchase Order Processing
  invoice receipts 176
  merging trade discount and purchase amount 152, 175
  multicurrency transactions 38
  shipment receipts 153
document types
  overview 9
documentation
  symbols and conventions 3
drop-ship blanket purchase orders
  deleting 109
  entering 51
  modifying 111
  voiding 110
drop-ship purchase orders
  deleting 109
  entering 43
  entering for blankets 51
  modifying 111
  voiding 110

E

Edit Purchase Order Status window
  displaying 115
Enter Drop-Ship Customer window
  displaying 44, 52
error messages
  suggested purchase orders 95
exchange rates
  assigning to transactions 37
extended cost
  editing on receipts 15
Extras menu
  illustration 37, 217

F

fields
  on reports 225
file formats
  reports 229
freight charges
  calculating purchases taxes 19
  tax calculations 103

G

Generate Suggested Purchase Orders window
  displaying 93

H

help
  contents 4
history in Purchase Order Processing

  - account distributions 10
  - maintaining 10
  - purchase orders 10
  - receipts 10
  - removing 240
  - removing tax history 242
  - types 239
- holds in Purchase Order Processing
  - and purchase order status 112
  - described 112
  - enabling 15
  - example 111

I

- icons
  - used in manual 3
- illustrations
  - reports 225
- independent sites
  - described 29
- Intrastat statistics
  - entering in Purchase Order Processing 155, 177
  - removing history in Purchase Order Processing 243
- invoice receipts
  - automatically invoicing items 166
  - batch posting 205
  - changing site ID 14
  - comments 85
  - correcting 210
  - creating batches 122
  - deleting 213
  - deleting batches 123
  - deleting distributions 176
  - deleting effects on quantities 211
  - distributing transaction amounts 176
  - editing costs 15
  - entering 159
  - inquiries 218
  - matching to landed costs 186
  - matching to shipment receipts 163
  - multiple purchase orders 171
  - posting without batches 204
  - removing history 239
  - voiding 213
  - voiding effects on quantities 211
  - without a purchase order 165
- invoices
  - *see also* invoice receipts
  - example of matching for landed costs 182
- item numbers
  - displaying 13
- Item Serial Number Definition window
  - displaying 147
- items in Purchase Order Processing
  - adding to inventory 83
  - automatically invoicing 166
  - automatically receiving 133
  - bins 151
  - changing site ID 14
  - detail information for purchase orders 73
  - inquiries 221
  - invoicing from multiple purchase orders 171
  - invoicing without a purchase order 165
  - non-inventoried 84
  - printing manufacturer item numbers 77
  - receiving from multiple purchase orders 137
  - receiving without a purchase order 14, 133
  - rejecting 144
  - shipment detail information 141
  - tax calculation 101

L

- landed costs
  - entering for a shipment item 184
  - entering for shipment receipts 182
  - example of invoice matching effects 182
  - matching to invoice receipts 186
- lessons
  - accessing 5
  - Orientation training 5
- line items in Purchase Order Processing
  - bins 151
  - blanket line items 78
  - Canceled status 113
  - Change Order status 113
  - Closed status 113
  - combining when printing 60
  - control blanket line items 46, 51
  - detail information for purchase orders 73
  - editing status 114
  - multiple release dates 73
  - New status 113
  - Received status 113
  - Released status 113
  - releasing blanket line items 78
  - sales tax calculation 101
  - shipment detail information 141
- lot numbers in Purchase Order Processing
  - entering 144
  - removing 146

M

- manufacturer item numbers in Purchase Order Processing
  - printing 77
- master posting 205
- master sites
  - described 29
- Match Shipments to Invoice window
  - displaying 164
- miscellaneous charges
  - calculating purchases taxes 19
  - tax calculations 103
- multicurrency
  - decimal places in Purchase Order Processing 16
  - exchange rates 37
  - on reports 228
  - reporting 217

N

- navigation
  - symbols used for 3
- Non-Inventoried Currency Decimals Setup List
  - printing 17
- non-inventoried items in Purchase Order Processing

- adding to inventory 83
- decimal places 13, 16
- entering detail information 73
- entering without adding 84
- shipment detail information 141
- vendor items 82

O

- order method
  - selecting cost for suggested purchase orders 89
- Orientation training
  - accessing 5

P

- posting in Purchase Order Processing
  - batches 205-207
  - batch-level 205
  - by series 206
  - methods 205
  - overview 203
  - removing journal history 240
  - transaction-level 204
- Print Purchasing Documents window
  - displaying 65, 68
- process server
  - sending reports to 230
- product support
  - obtaining 5
- Purchase Date Entry window
  - displaying 104
- Purchase Order Entry window
  - displaying 40
- Purchase Order Generated Report
  - printing 97
- Purchase Order Generation Setup window
  - displaying 31
- purchase order generator
  - available quantity calculation 90
  - default entries 30
  - independent sites 29
  - master sites 29
  - required quantity calculation 91
  - subordinate sites 29
- Purchase Order Generator Map Sites window
  - displaying 34
- purchase order items
  - copying 80
  - detail information 73
  - taxes 106
- Purchase Order Line Item Tax Detail Entry window
  - displaying 107
- Purchase Order Print Options window
  - displaying 63, 67
- Purchase Order Processing Document Inquiry window
  - displaying 219
- Purchase Order Processing Item Inquiry window
  - displaying 222
- Purchase Order Processing Setup List
  - printing 16
- Purchase Order Processing Setup Options window
  - displaying 18
- Purchase Order Processing Setup window
  - displaying 12
- Purchase Order Tax Summary Entry window
  - displaying 105
- purchase orders
  - available quantity calculation 90
  - Canceled status 113
  - Change Order status 113
  - Closed status 113
  - comments 85
  - committing to sales documents 13, 56
  - copying 39, 43, 46, 51, 54
  - deleting 109
  - enabling holds 15
  - entering blanket order 46
  - entering drop-ship 43
  - entering drop-ship blanket 51
  - entering standard 40
  - entering vendor information 71
  - errors for suggested purchase orders 95
  - generating 95
  - holds 111
  - inquiries 218
  - item detail information 73
  - maintaining history 10
  - modifying 111
  - modifying status 114
  - modifying suggested purchase order detail 97
  - modifying when on hold 112
  - moving to history 116
  - New status 113
  - printing alignment forms 63, 65
  - printing an delivery schedules 66
  - printing canceled items 59
  - printing individual 63
  - printing multiple 64
  - printing multiple delivery schedules 68
  - printing options 59-62
  - printing per address 61
  - printing reference numbers 60
  - printing tax details 62
  - printing when on hold 60
  - Received status 113
  - receiving items without 14
  - reconciling 246
  - release by date 73
  - Released status 113
  - removing 116
  - removing history 239, 240
  - reprinting 61
  - required quantity calculation 91
  - security 23-26
  - security for single users 23
  - security for user classes 25
  - sites for suggested purchase orders 33
  - status overview 113
  - suggesting purchase orders 93
  - taxes 103
  - types 39
  - voiding 110
  - warnings for suggested purchase orders 95
- purchases taxes
  - calculating 101
  - distributing for purchase order items 106

  - distributing for purchase orders 103
  - invoice line items 200
  - invoice receipts 198
  - shipment/invoice line items 194
  - shipment/invoice receipts 191
  - viewing calculations for purchase order items 106
  - viewing calculations for purchase orders 103
- Purchasing Batch Entry window
  - displaying 122
- Purchasing Blanket Detail Entry window
  - displaying 79
- Purchasing Comment Entry window
  - displaying 85
- Purchasing Distribution Entry window
  - displaying 154
- Purchasing Intrastat Entry window
  - displaying 156
- Purchasing Invoice Date Entry window
  - displaying 198
- Purchasing Invoice Distribution Entry window
  - displaying 176
- Purchasing Invoice Entry window
  - displaying 160
- Purchasing Invoice Line Item Tax Detail Entry window
  - displaying 201
- Purchasing Invoice Tax Summary Entry window
  - displaying 199
- Purchasing Item Detail Entry window
  - displaying 74
- Purchasing Item Receipts Zoom window
  - displaying 221
- Purchasing Lot Number Entry window
  - displaying 145
- Purchasing Non-Inventoried Currency Decimals Setup window
  - displaying 17
- Purchasing Order Inquiry Zoom window
  - displaying 218
- Purchasing Report Groups window
  - displaying 233
- Purchasing Serial Number Entry window
  - displaying 149
- Purchasing Series Posting window
  - displaying 207
- Purchasing Vendor Detail Entry window
  - displaying 72

R

- rate types
  - assigning to transactions 37
- real-time posting
  - *see* transaction-level posting
- receipts in Purchase Order Processing
  - *see also* shipment receipts, shipment/invoice receipts, invoice receipts
  - creating batches 122
  - for multiple purchase orders 137
  - maintaining history 10
  - removing history 240
  - types 125
- receiving
  - without a purchase order 133
- Receivings Date Entry window
  - displaying 192
- Receivings Item Detail Entry window
  - displaying 142
- Receivings Line Item Tax Detail Entry window
  - displaying 195
- Receivings Tax Summary Entry window
  - displaying 193
- Receivings Transaction Entry window
  - displaying 126, 130
- Receivings User-Defined Fields Setup window
  - displaying 20
- Reconcile Purchasing Documents window
  - displaying 245
- reconciling in Purchase Order Processing
  - printing a reconcile report 245
  - purchase orders 246
- reference numbers
  - printing on purchase orders 60
- release by dates
  - described 73
  - Purchase Order Processing setup options 14
- Remove Completed Purchase Orders window
  - displaying 117
- Remove Purchasing History window
  - displaying 241
- report groups
  - described 232
- report options
  - creating in Purchase Order Processing 230
- reporting currency
  - described 217
- reports in Multicurrency Management
  - with multicurrency information 228
- reports in Purchase Order Processing
  - Completed PO Removal Report 118
  - creating options 230
  - creating or modifying report groups 232
  - customizing 234
  - e-mailing with MAPI 229
  - file formats 229
  - illustrations 225
  - including multicurrency information 203
  - Non-Inventoried Currency Decimals Setup List 17
  - printing a report option 232
  - printing destinations 230
  - printing report groups 234
  - printing to a file 229
  - printing to a printer 229
  - printing to default destinations 230
  - printing to the screen 229
  - process server 230

- Purchase Order Generated Report 97
- Purchase Order Processing Item Inquiry Report 223
- Purchase Order Processing Setup List 16
- Purchasing Document Inquiry Report 220
- Purchasing Invoice Edit List 122, 211
- Purchasing Voided Journal 111
- Receivings Edit List 122, 210
- Receivings Transaction History Report 212, 213
- Receivings Voided Journal 212
- Reconcile Purchasing Documents Report 245
- restricting 230
- samples of reports 225
- samples with technical names 225
- sorting 230
- Suggested Purchase Orders Report 95

Required Quantity Detail window
- displaying 100

resources
- documentation 4

Restrict Purchase Documents window
- displaying 118

S

Sales Assignments for Purchase Order window
- displaying 58

sales commitments
- creating in Purchase Order Processing 56
- Purchase Order Processing setup options 13

Sales Commitments for Purchase Order window
- displaying 57

sample reports
- using 225

security
- activating 23-26
- single users 23
- user classes 25

Security Setup window
- displaying 24

Select Purchase Order Items window
- displaying 138, 172
- using 135-137, 169

Select Purchase Order window
- displaying 134, 167

serial number masks
- setting up in Purchase Order Processing 146

serial numbers in Purchase Order Processing
- creating a mask 146
- entering 150
- generating 148
- removing 150

series posting in Purchase Order Processing
- described 206

services
- offered by Great Plains 5

setup in Purchase Order Processing
- before you setup 11
- comments 21
- decimal places for
  - non-inventoried items 16
- mapping sites 33
- preferences and default entries 11
- purchase order generator 30
- taxes 17
- user-defined fields 19

shipment receipts
- automatically receiving 133
- batch posting 205
- changing site ID 14
- comments 85
- correcting 209
- correcting batches 123
- creating batches 122
- deleting 211
- deleting batches 123
- deleting distributions 153
- deleting effects on quantities 211
- distributing transaction amounts 153
- editing costs 15
- entering 129
- entering landed costs 182
- entering lot numbers 144
- entering serial numbers 150
- generating serial numbers 148
- inquiries 218
- item detail entry 141
- matching to invoice receipts 163
- posting without batches 204
- removing history 239
- removing lot numbers 146
- removing serial numbers 150
- voiding 212
- voiding effects on quantities 211

shipment/invoice receipts
- batch posting 205
- changing site ID 14
- correcting 209
- correcting batches 123
- creating batches 122
- deleting 211
- deleting batches 123
- deleting distributions 153
- deleting effects on quantities 211
- distributing transaction amounts 153
- editing costs 15
- entering 125
- entering for landed costs 182
- entering lot numbers 144
- entering serial numbers 150
- generating serial numbers 148
- inquiries 218
- item detail entry 141
- removing history 239
- removing lot numbers 146
- removing serial numbers 150
- voiding 212
- voiding effects on quantities 211

site IDs
- allow changing on receipts 14

sites in Purchase Order Processing
- independent sites 29
- mapping to addresses 33
- master sites 29
- subordinate sites 29

standard purchase orders
  see purchase orders
statuses for purchase orders
  editing 114
  overview 113
Subordinate Required Quantity Detail window
  displaying 99
subordinate sites
  described 29
Suggested Purchase Order Detail window
  displaying 98
suggested purchase orders
  generating purchase orders from 95
  selecting a vendor 89
  selecting cost 89
  selecting replenishment level 88
Suggested Purchase Orders Detail window
  errors and warnings 95
Suggested Purchase Orders Preview window
  displaying 96
  errors and warnings 95
  warnings 95
Suggested Purchase Orders Report
  printing 95
support
  obtaining 5
symbols
  used in manual 3

T

tax calculations
  Purchase Order Processing 18
tax details
  removing history in Purchase Order Processing 242
tax history
  removing history in Purchase Order Processing 242
Tax History Removal Report
  printing 242
Tax History Removal window
  displaying 242
taxes in Purchase Order Processing
  calculating 101
  calculations for freight and miscellaneous charges 103
  invoice line items 200
  invoice receipts 198
  purchase order items 106
  purchase orders 103
  removing history 242
  see purchases taxes
  setting up 17
  shipment/invoice line items 194
  shipment/invoices 191
technical support
  obtaining 5
temporary vendors
  entering in Purchase Order Processing 41, 47
transaction-level posting
  described in Purchase Order Processing 204
transactions in Purchase Order Processing
  distributing for invoice receipts 176
  distributing for shipment receipts 153
  distributing for shipment/invoice receipts 153
  merging distributions 152, 175
tutorial
  accessing 5
  Orientation training 5

U

unit costs
  editing on receipts 15
update information
  accessing on the Web 4
upgrade instructions
  accessing on the Web 4
User Class Setup window
  displaying 25
user-defined fields
  dates 19
  lists 19
  setup in Purchase Order Processing 19

V

VAT (Value-added Tax)
  distributing for invoice receipts 198
  distributing for shipment/invoice receipts 191
vendor items
  adding to inventory 82
  detail information for purchase orders 73
  displaying 13
  shipment detail information 141
vendors in Purchase Order Processing
  entering detail information 71
  temporary 41, 47
voiding
  effect on inventory quantities 211
  invoice receipts 213
  purchase orders 110
  shipment receipts 212

W

warning messages
  suggested purchase orders 95

Documentation Comment Form

Great Plains Purchase Order Processing

June 2004

We welcome your comments and suggestions regarding the quality and usefulness of this manual. Your comments help us improve the documentation to better meet your needs.

- Did you find any errors?
- Is the information clearly presented?
- Are the examples correct? Do you need more examples?
- What features do you like most (and least) about the manual?

If you find errors or have specific suggestions, please note the topic, chapter and page number.

____
____
____
____
____
____
____
____

Send your comments using any of the following methods:

E-mail	bizdoc@microsoft.com
Fax	425-936-7329. (On the cover sheet, specify that the fax should be routed to the bizdoc@microsoft.com e-mail address.)
Conventional mail	Documentation Manager Microsoft Business Solutions One Lone Tree Road Fargo, ND 58104-3911

Thank you for taking the time to help us improve our documentation.